

Job Description	
Position	Finance Management
Designation	Consultant
Department	MAP_IT
Place	Bhopal
Job Type	Contractual upto 2 years. Extendable basis performance

Job Objective:

The objective of this job is to provide support to the Department in financial appraisal of e – governance projects. The job holder is also responsible for providing support to the matters related to PPP, contracts, vendor management and other related activities.

Primary Responsibilities

Financial Management & Appraisal

- 1) Provide guidance to project teams on long-term financial viability and sustainability of e-Governance initiatives
- 2) Review fund utilization and provide inputs to the department as well as State. Assist in preparation and submission of UCs.
- 3) Assist in fund allocation & preparation of budgets.
- 4) Support for periodic review of budgetary & financial statements
- 5) Assist in appraisal of project reports for their financial viability and provide expert advice to ensure financial robustness of the projects
- 6) Provide support to the Government financial applications such as PFMS, Cyber Treasury, Central & State Govt. budgeting system etc.
- 7) Support for reconciliation & preparation of periodic financial management reports.
- 8) Coordination with Bank for integration of Payment Gateways, disbursement mechanism, escrow account management etc.

Contracts & Procurement

- 1) Assist respective department in formulating procurement plans for e-Gov / IT projects
- 2) Assist and provide guidelines to the department in developing contracts, DPR, As-Is study, RFP, Lol, Purchase Orders etc.
- 3) Assist department in financial evaluations of external agency proposals related to implementation of various e – governance initiatives

In addition to above Primary Responsibilities the incumbent may be assigned any other task from time to time by the Head of Department/ Reporting Authority

Candidate Profile Details

Essential Criteria	Desirable Skills & Experience
<p>Education Details</p> <p>a. Graduation Details – Graduate in any discipline</p> <p>b. Post Graduation Details – CA/CS/MBA or PG Diploma with specialization in Finance</p> <p>Work Experience – Minimum 8 years of varied experience in financial management of IT/e-Governance projects and procurement of goods and services.</p>	<p>a) 3 years' experience in Commercial Evaluations, Project Financing and Appraisal, Business Modelling, PPP and Risk Management of IT/ e-Governance projects.</p> <p>b) Knowledge of Procurement/ GFR/ State procurement rules is desirable.</p> <p>c) Prior exposure to work with the government departments/ functions/ e-Governance projects would be preferred</p> <p>d) Should have analytical skills for understanding of financial statements.</p>