

Job Description	
Position Name	Technology Management
Designation	Consultant
Department	MAP_IT
Place of Work	BHOPAL
Job Type	Contractual (Upto 2 Years) extendable basis performance

Job Objective

The objective of this job is to assist the department on issues related Technology of core infrastructure, MMPs and other e – governance projects. Person in this role would work at intersection of technology, people, and process, helping department to transform how they utilize available technology, standards and best practices to cope with shifts in external/internal environments to provide robust service delivery and technology capabilities. Person working on this role would be exposed to all aspects of software development life-cycle, related technical standards and guidelines and project reporting to track & monitor project’s health and objectives.

Primary Responsibilities Of The Role

Design & Architecture

1. Assist the department in defining the standards for application architecture, database design, development and infrastructure deployment.
2. Study the status of IT Infrastructure of department and assist them in coming up with a robust IT infrastructure to support the roll out of e – governance projects
3. Analyze the existing/ proposed projects in regard to strategic control, security, disaster recovery and business continuity
4. Ensure that project level initiatives are interoperable, standardized, scalable and secure across various areas of software, hardware and infrastructure
5. Help the department in adhering to technical standards/ architecture/ product and strategic control, specifications for the e – governance projects
6. Ensure utilization of the common infrastructure for projects implementation
7. Make technical team understand and translate the business requirements into technical design.

8. Conceptualization of software applications to meet user requirements vis-à-vis appropriate technologies & tools.

Project Management Support & Documentation

9. Coordination for requirement gathering, impact analysis, user acceptance testing and demonstration of new developments, modifications and feature enhancements.
10. Coordination with stakeholders/users/vendor on functional requirements
11. Preparation of project documents including Concept Notes, DPRs, FRS, EoI, RFPs etc.
12. Project Management Support in development and maintenance of software applications.
13. Technical assistance in preparation of Expression of Interest (EOI) and Request for Proposal (RFP) documents for new IT projects.
14. Understanding the functional requirements and ensuring that it has been translated into technical requirements.

Miscellaneous

1. Assist in technical evaluations of external agency proposals related to implementation of various e – governance initiatives.
2. Support in monitoring/ help establish suitable network/ IT infrastructure-monitoring system at the department level.
3. In addition to above, Primary Responsibilities the incumbent may be assigned any other task from time to time by Head of Department.
4. To assist in evaluation of the proposals and bid process management.

--

Candidate Profile Details	
Essential Criteria	Desirable Skills & Experience
<p>Education Details</p> <p>Graduation Details – B.E. / B. Tech / B.Sc. / B.C.A. (in any stream)</p> <p>Post-Graduation Details – M. Tech (CS/IT) / M.C.A. / M.Sc. (C.S. / IT) / MBA (IT)</p> <p>Work Experience:</p> <p>Minimum 6 years of experience in IT Projects, software development, hardware, networking in IT projects Minimum 3 years' experience of managing a complete life cycle of IT / e-Governance projects.</p>	<p>Experience:</p> <p>Experience in working on DPR, RFP & concept notes/strategy road map documents would be an added advantage.</p> <p>Knowledge of Agile Methodology, good to have certification on Scrum/Agile.</p> <p>Exposure to latest technology, innovation and disruptive technologies.</p>