

Job Title: Senior Manager (Projects)

Reports to: The Joint Chief Executive Officer, CHIPS

Number of Positions: 1

Responsibility Summary:

Chhattisgarh Infotech Promotion Society, Government of Chhattisgarh invites applications from enterprising and aspiring candidates for the position of Senior Manager (SM-P). Chhattisgarh Infotech Promotion Society (CHIPS: www.chips.gov.in) is the nodal agency and prime mover for propelling IT growth & implementation of the IT & e-Governance projects in the State of Chhattisgarh. CHIPS is involved in the end-to-end implementation of projects across various sectors such as e-governance, direct benefit transfer, education, e-procurement, etc. A professional approach is being adopted for the implementation of IT Projects using the services of e-governance experts and consultants from corporate and academia. ICT has the potential to significantly improve this contribution. In doing so, Government of Chhattisgarh seeks to create an IT environment in the state wherein investments in IT are not only encouraged but actively facilitated. We aim to achieve quality and excellence in state government services to citizens, state transactions with citizens and businesses, and internal state governmental operations/functions through the strategic deployment of information technologies.

The role of the SM-P is to ensure that the strategic and organisational objectives as well as the values of CHIPS are put into practice. In conjunction with other members of staff they will ensure organisation growth through directing and managing operational activities to ensure they are delivered in accordance with the strategic objectives. The SM-P will be responsible for overseeing project operations, project finance, helping and creating organisational and program budgets in collaboration with the JCEO and other team members, and undertaking other miscellaneous tasks as and when they arise. The post holder is responsible ensuring organisational effectiveness by providing leadership for the organisation's financial functions. They are required to work with the staff team, and contribute to the development and implementation of organisational strategies, policies and practices. The SM-P will plan, direct and manage the performance of all internal project operations, so as to maintain and develop organisational growth in accordance with the overall strategy.

The candidate should be an outcome-oriented executive, capable of leading the creation of and energising the institutional, human and technical capacities necessary to realise the unique and ambitious ICT agenda of the State.

The candidate should fulfil the mandatory requirements listed below, and should embody a rich combination of the requirements listed as desired.

Mandatory:

Educational qualification: Bachelors Degree from any recognized university or college, obtained upon successful completion of studies (excluding studies in distance education mode) as a regularly enrolled student; in respect of degrees or diplomas awarded abroad, candidate should submit relevant details establishing equivalence with the above qualification, and the decision of the Selection Committee regarding the acceptability of such qualification as equivalent qualification shall be final.

Age: Candidate should be energetic and dynamic as the job profile would entail extensive interaction with various stakeholders and should be result-oriented. S/he should not be more than 45 years of age on the date of issue of the recruitment notice. For age related relaxations, please refer the Recruitment Rules.

Experience: At least experience of 5 years in case of Bachelor's degree; of managing government projects and ICT projects. The candidate must have independently handled atleast 2 large projects on all aspects from concept stage to implementation. They should be strong in the assessment of project needs and their resolutions, system integration, quality assurance besides handling large project teams. They should be aware of government processes, procedures, stakeholder management, team management, ICT tools and implementation strategies.

Job Description:

- Project Conceptualization, Implementation and Management for state wide delivery of the project.
- Overall handling of project operations & ensuring resolution of routine issues.
- Work with state government departments to gauge and create demand of strategic solutions and fulfil the same. Must have the ability to reach out and work with the senior government official in various departments.
- Develop and implement project management procedures and methodologies to achieve business goals.
- Play a significant role in long-term planning, with the view to delivering operational excellence.
- Develop individual program/ project budgets.
- Identify project risks and recommend appropriate solutions.
- Manage resource assignment, work allocation and software and hardware requirements for project.
- Work closely with various teams and stakeholders to identify, develop, and implement opportunities to improve processes, products and/or services.
- Manage strategic initiatives or specific projects and ensure that operating project is running efficiently with optimized usage of organisations resources.
- Should have a knowledge and experience of service delivery, project execution, government relationship management.

Desirable:

- *Leadership and teamwork:* Experience of successfully building and leading a team.

- *Analytical and conceptual ability:* Demonstrated ability in analysing ICT tools development scenarios, defining key performance indicators (KPIs), and the strategy for achieving them
- *Programmatic ability:* Demonstrated ability in translating KPIs and the strategy for achieving them into actionable plans and projects, executing them, and monitoring their implementation against the KPIs and project milestones.
- *Communication skills:* Proficient in both written and oral communication in English and Hindi.

Key Skills:

- 5+ year experience as Project manager in government sector, well versed in developing, managing and executing project plans.
- Experience in managing e-Governance domain Projects.
- Proven experience in handling ICT technologies.
- Ability to arrive at realistic development estimates, and challenge when required.
- Proven experience on e-Governance project preferably should have expertise.
- Leadership skills to coach/mentor/motivate associates.
- Should be very conversant on operational issues so that he/she should provide quick and relevant solutions.
- Excellent verbal/written communication and interpersonal skills.
- Strong leadership skills with ability to exhibit and instill confidence in team members.
- Customer (Government) Engagement – Ability to manage difficult or emotional customer situations; Respond promptly to customer needs; Respond to requests for service and assistance; Meets commitments.
- Strong Analytical skills with ability to scythe diverse information, Design workflows and procedures.
- Strong technical background, ability to understand the technical environment of various entities and if needed to suggest improvements.
- Good time management skills.

Selection Process:

1. Out of the total applications 5 shortlisted candidates will be called for interview.
2. Candidate will be selected based on personal interview by Selection Committee.

Interview marks – 100.