

Job Title: Project Manager (Infrastructure) - COSMOS

Reports to: The Joint Chief Executive Officer, CHiPS

Number of Position: 1

CHiPS:

Chhattisgarh Infotech Promotion Society, Government of Chhattisgarh invites applications from enterprising and aspiring candidates for the position of Project Manager (Infrastructure). 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 some mega IT Projects like, SDC, SSDG, SWAN, GIS, SETU, e-Procurement etc. A professional approach is adopted for implementation of IT Projects using the services of e-governance experts and consultants from corporate and academia. IT/ICT intervention has potential in significantly improving 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 also 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.

Roles & Responsibility

- The role of the Project Manager (Infrastructure) is to assist the organisation with certain areas of inclusiveness work.
- The Project Manager will oversee project across all phases of operation, monitor workflow and adhere SLA by helping the organization to improve the performance.
- Operating primarily through the analysis of existing organizational problems and the development of plans for improvement.
- Should be able to effectively manage large and complex transitions through to an agreed conclusion, providing innovation in solution design and maximizing commercial benefit and operational efficiency
- Should work as part of an interdisciplinary team to achieve project milestones.
- Builds internal customer & stakeholders relationships to manage expectations & and agree on clear goals, objectives, and timelines.
- Builds and track project portfolio, milestones, & dependencies. Should develop status reports, prepare project cost estimates and prepare resource plans.

- Manages programming requirements and schedule in concert with Facilities, Security and Project Management representatives.
- Should have intensive knowledge in project implementation and maintain development best practices
- Should be able to manage resources and execute capacity planning and induce change management processes for the projects.
- Should be able to make vital decisions and bring in change management processes across projects.
- Identifies risks and act on them to ensure the team and project are not derailed. Should be able to prepare risk management plan and its mitigation processes to adhere & resolve the risk involved.
- Provides frequent meaningful updates to stakeholders and management
- Should be able to make UATs / post linked modifications to UATs and conduct Final Acceptance Test operationsto ensure quality deliverables as per the milestones defined.
- Should be able to trained team members on ISO 20000 and 27000 processes and would be able to execute security audit processes.
- Drives to make the process more effective and transparent
- Translates IT infrastructure design specifications and standards to internal stakeholders and external contractors
- Works remotely and independently from resources who are able to drive and own efforts.
- Coordinates and ensures timely delivery of physical infrastructure buildouts by system integrator and corporate system launches by internal IT teams
- Applies business process improvement methodologies to further increase customer satisfaction and the success of the project.
- Coordinate with customer for requirement gathering and manage expectations.
- Set and adjusted project milestones
- The post holder will be responsible in coordinating and assisting the project operations, project finance, helping project operations and program budgets in collaboration the team members, and undertaking other miscellaneous tasks as and when they arise.
- The post holder is responsible for preparing proposals and presentations
- Identify client's need and develop future plans. Work with client team to execute the plans to achieve great results

- Report Project Status to internal and external Stakeholders

The candidate should be an outcome-oriented executive, capable of coordinating with the institution, 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.

Qualification & Eligibility Criteria:

Educational Qualification. MBA / MCA or M.E./M.Tech with B.E/B. Tech. (IT/CS/E&T) or equivalent, recognised by or under the regulations etc. of relevant regulatory body, 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.

Experience: At least 12 years of Experience in operations / functional and consulting preferably related to Project Management, Hardware Implementation/ Switches / Routers / Server storage / Data Recovery, Installation & configuration of V-SAT technology, and Helpdesk Support Management. Preferably hands on experience on ITIL processes.

Should have experience into defining Scope Management, Requirement Gathering, Resource Planning, Project Scheduling, preparation of Staffing Schedule, Risk Management, adhering Change Management process, Capacity building, Stakeholder Management and Vendor Management.

Job Description:

- S/He would work under the supervision of the Joint CEO where he / she will provide horizontal/ vertical support across the various business activities and work closely with all members of the organisation.
- S/He must have experience in managing e-Governance domain Projects preferably on projects related to Education Department.
- She/he should be able to understand the processes of RFP/ FRS/SRS

- Experience with physical layer telecommunications, structured cabling infrastructures standards and installations
- Develop individual Program/ Project budgets/Project road Map/Project timeline.
- Should understand of network, server and wireless hardware WAN/LAN/SAN architecture and topologies.
- Servers and cluster configuration and management at Data Center.
- Exposure to multiple project management methodologies is a plus.
- Hands on experience with MS Windows, UNIX/Linux, and Mac OS X.
- Familiarity with information security, relational databases and cloud computing.
- Experience within complex organizational settings (e.g., PMO).
- Experience mentoring and developing junior team members.
- Experience driving cross functional strategic initiatives.
- Excellent verbal and written communication skills.
- Quantitative analytical abilities.
- Proven problem solving skills.
- Ability to communicate appropriately and effectively with both technical and non-technical individuals.
- Excellent organization, analytical, quantitative, and presentation skills.Excellent analytical and networking skills and the ability to visualise and develop solutions independently.
- Good communication skills and the ability to interact and network with both external and internal stakeholders and other data collection specialists.
- Must be able to coordinate and understand data modelling and data functionalities of hierarchies of Government level project operations
- Works effectively both independently and as a member of the team

Key Skills:

- At least 12 years of Experience in Operation/Functional and Consulting preferably related to project management domain.
- Proficiency with MS Office, MS Project
- Excellent analytical, quantitative, written and presentation skills.
- Experience with detailed project planning, reporting, and measurement.
- Experience working in a highly technical, metrics driven, environment.
- Strong multi-tasking and influencing skills
- Coordination support in developing, managing and executing project plans.

- Managing e-Governance domain Projects and some projects related to Education Department will be preferable.
- Proven experience in handling multiple technology platforms.
- Ability to arrive at realistic development estimates, and challenge when required.
- Not just project coordination, but also should be very conversant on operational and technical 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 instil confidence in team members.
- 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

Selection Process for the positions would be as below:

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

Interview marks – 100