

| Job Description | |
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| Position | Associate Consultant |
| Designation | Associate Consultant |
| Department | Centre for Health Informatics, Ministry of Health and Family Welfare |
| No. of Positions* | 1 |
| Location | National Institute of Health & Family Welfare, New Delhi |
| Job Objective: The objective of this job is to assist the CHI in effective program management of eGovernance projects undertaken by CHI, MoHFW | |
| Primary Responsibilities | |
| Roles and Responsibilities include: | |
| <ul style="list-style-type: none"> • Ensure all the users in the organization (National/ State/District level/) develop an up-to date understanding of means to use various software's /applications/ tools/ platforms. • Coordination with stakeholders/users/vendor on functional & technical requirements • Preparation of different project documents • To assist in preparation of Expression of Interest (EOI) and Request for Proposal (RFP) documents for projects. • Bid process management • Monitor the adherence of the Project to the implementation timelines • Prepare periodic project status reports (i.e. Monthly Reports, Weekly Reports, Deviations Report) • Response and resolution of user issues, technical problems, faults etc. • Formulation of the Contract with the Selected System Integrator • Conduct review of implementation progress, manage the scope and timelines of implementation • Any other tasks that may be required/ assigned by CHI/eGovernance Division, MoHFW | |
| Profile | |
| Education | Desired Skills & Experience |
| Essential Criteria B.E/B.Tech/MCA/MBA(IT)/ Post Graduation (IT) or equivalent | <ul style="list-style-type: none"> • 3-6 years of experience in project implementation, Program Management of projects including IT/eGovernance projects • Experience in the preparation of Eoi/ RFP/ Contracts/ PPP • Experience of working with a Government (Central/State) set up is desirable |

(* No of position may change)