

Job Description	
Position	<b>Functional Consultant</b>
Designation	<b>Functional Consultant</b>
Department	Centre for Health Informatics, Ministry of Health and Family Welfare
No. of Positions*	1
Location	National Institute of Health & Family Welfare, New Delhi
<b>Job Objective:</b> The objective of this job is to assist the CHI in effective program management of eGovernance projects undertaken by CHI, MoHFW	
<b>Primary Responsibilities</b>	
<b>Roles and Responsibilities include:</b>	
<ul style="list-style-type: none"> <li>• Coordination for requirement gathering, impact analysis, user acceptance testing and demonstration of new developments, modifications and feature enhancements.</li> <li>• Coordination with stakeholders/users/vendor on functional requirements</li> <li>• Monitor the adherence of the Project to the implementation timelines, proposed resource allocation (i.e. skill-set adherence, project plan adherence) etc.</li> <li>• Prepare periodic project status reports ( i.e. Monthly Reports, Weekly Reports, Deviations Report)</li> <li>• Preparation of project documents including Concept Notes, DPRs, FRS, EoI, RFPs etc.</li> <li>• Experience in Business Process Re-engineering (BPR) and Capacity Building activities</li> <li>• Management of policies related to hardware and software requirements.</li> <li>• Management of proper documentation related to the project/ system/network security.</li> <li>• To assist in evaluation of the proposals and bid process management</li> <li>• To assist in ensuring compliance to various policies, guidelines, standards etc. while design, development and implementation of projects</li> <li>• To prepare project review reports/presentations and facilitate review meetings/discussions at different levels</li> <li>• Inter-department coordination within MoHFW</li> <li>• Any other tasks that may be required/ assigned by CHI/eGovernance Division, MoHFW</li> </ul>	
Profile	
Education	Desired Skills & Experience
<b>Essential Criteria</b> B.E/B.Tech+ MCA/MBA/ Post Graduation (IT)	<ul style="list-style-type: none"> <li>• 7-10 years of experience project implementation, Program Management, preparation of EoI/ RFP/ Contracts including IT project with at least 2 years of experience in managing life cycle of large IT / eGovernance projects</li> <li>• Experience of working with a Government (Central/State) set up is desirable</li> </ul>

(\* No of position may change)