

Job Description	
Position	Project Lead
Designation	Project Lead
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	
<p>Roles and Responsibilities include:</p> <ul style="list-style-type: none"> • Designing project deliverables, reports, schedule and project risk mitigation plan. • Coordinating with all concerned agencies and liasoning with government bodies. • To assist in preparation of Expression of Interest (EOI) and Request for Proposal (RFP) documents for projects. • To assist in evaluation of the proposals and selection of vendor for projects- bid process management • To assist in ensuring compliance to various policies, guidelines, standards etc. while design, development and implementation of projects • To prepare project review reports/presentations and facilitate review meetings/discussions at different levels • Managing and guiding resources deployed for project management team • Set-up project monitoring and tracking mechanism to ensure smooth execution of the project • 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/ Post Graduation (IT)	<ul style="list-style-type: none"> • 11-15 years of experience in Project Planning, DPR preparation, Program Management, Bid process management including IT project • Should have over 2 years of experience in Health sector in areas such as Business Process Re-Engineering, e-Governance & IT strategy, PMU for IT project implementation • Experience of working with a Government (central/state) set up is desirable • Should be well converse with latest relevant policies and guidelines issued by Government of India (GoI) • Should have been involved in projects & programs involving extensive communication and coordination with multiple stakeholders and has experience of conducting and analysis of satisfaction/ perception surveys with stakeholders, preparing reports for project management, etc. • B.Tech & MBA from premier institutes will be preferred

(* No of position may change)