

Job Description	
Position	Associate Consultant
Designation	Associate Consultant
Department	eGovernance Division, Ministry of Health and Family Welfare
No. of Positions*	2
Location	Ministry of Health & Family Welfare, New Delhi
Job Objective: The objective of this job is to assist eGovernance Division in effective program management of eGovernance projects undertaken by 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 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 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)

