

Job Description	
Position	Functional Consultant
Designation	Functional Consultant
Department	eGovernance Division, Ministry of Health and Family Welfare
No. of Positions*	1
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"> • Coordination for requirement gathering, impact analysis, user acceptance testing and demonstration of new developments, modifications and feature enhancements. • Coordination with stakeholders/users/vendor on functional requirements • Monitor the adherence of the Project to the implementation timelines, proposed resource allocation (i.e. skill-set adherence, project plan adherence) etc. • Prepare periodic project status reports (i.e. Monthly Reports, Weekly Reports, Deviations Report) • Preparation of project documents including Concept Notes, DPRs, FRS, EoI, RFPs etc. • Experience in Business Process Re-engineering (BPR) and Capacity Building activities • Management of policies related to hardware and software requirements. • Management of proper documentation related to the project/ system/network security. • To assist in evaluation of the proposals and 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 • Inter-department coordination within MoHFW • 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/ Post Graduation (IT)	<ul style="list-style-type: none"> • 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 • Experience of working with a Government (Central/State) set up is desirable

(* No of position may change)