

Job Description	
Position	<b>Project Lead</b>
Designation	<b>Project Lead</b>
Department	eGovernance Division, Ministry of Health and Family Welfare
No. of Positions*	1
Location	Ministry of Health and Family Welfare, New Delhi
<b>Job Objective:</b> The objective of this job is to assist eGovernance Division in effective program management of eGovernance projects undertaken by MoHFW	
<b>Primary Responsibilities</b>	
<p><b>Roles and Responsibilities include:</b></p> <ul style="list-style-type: none"> <li>• Designing project deliverables, reports, schedule and project risk mitigation plan.</li> <li>• Coordinating with all concerned agencies and liaising with government bodies.</li> <li>• To assist in preparation of Expression of Interest (EOI) and Request for Proposal (RFP) documents for projects.</li> <li>• To assist in evaluation of the proposals and selection of vendor for projects- 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>• Managing and guiding resources deployed for project management team</li> <li>• Set-up project monitoring and tracking mechanism to ensure smooth execution of the project</li> <li>• Any other tasks that may be required/ assigned by 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>• 11-15 years of experience in Project Planning, DPR preparation, Program Management, Bid process management including IT project</li> <li>• Should have minimum 2 years of experience in Health sector in areas such as Business Process Re-Engineering, e-Governance &amp; IT strategy, PMU for IT project implementation</li> <li>• Experience of working with a Government (central/state) set up is desirable</li> <li>• Should be well converse with latest relevant policies and guidelines issued by Government of India (GoI)</li> <li>• Certification in health programme management /monitoring/ evaluation is preferred</li> <li>• Should have been involved in projects &amp; 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.</li> <li>• B.Tech &amp; MBA from premier institutes will be preferred</li> </ul>

(\* No of position may change)