

GOVERNMENT OF ANDHRA PRADESH
Information Technology, Electronics & Communications Department
Andhra Pradesh State Innovation Society

SN	Item	Description
1	Post	Sr. Consultant
	Post Code	IS-001
	No: of posts	2 Two
	Qualifications	Graduate in Engineering plus Post Graduation from ISB/IIM or from premier business school.
	Experience	Post MBA experience of 3 to 4 Years in the area of innovation/Incubation activities. Acquaintance with innovation policies is mandatory.
	Job Description	<p>Job brief:</p> <p>We are looking for an experienced candidate to organize and coordinate programs of Innovation society. You will provide strategic guidance to teams and project managers in ways that promote the society's culture. You will also oversee the progress of operations. The ideal candidate will be an excellent leader and will have experience in managing staff of different disciplines to produce results in a timely manner. They will also be able to develop efficient strategies and tactics.</p> <p>The goal is to ensure that all programs designed to improve innovation index of Andhra Pradesh deliver the desirable outcome to our organization.</p> <p>Responsibilities Include:</p> <ul style="list-style-type: none"> • Formulate, organize and monitor inter-connected projects • Decide on suitable strategies and objectives • Coordinate cross-project activities • Lead and evaluate project managers and other staff • Act as a point of contact to communicate the "Way forward" strategy of the Innovation society to managers and other staff members • Develop and control deadlines, budgets and activities • Apply change, risk and resource management techniques. • Assume responsibility for the program's people and vendors • Assess program performance and aim to maximize ROI • Resolve projects' higher scope issues • Prepare reports for Executive Council. <p>Requirements</p> <ul style="list-style-type: none"> • Proven experience as a Program Manager or other managerial position. • Thorough understanding of innovation cycle , Innovation policies, public policies and program management techniques and methods • Excellent Knowledge of performance evaluation and change management principles • Excellent knowledge of MS Office; working knowledge of program/project management software (Basecamp, MS Project etc.) is a strong advantage • Outstanding leadership and organizational skills • Excellent communication and problem-solving skills • Fair understanding of finances (Capital budgeting) and analytics (SAAS or SPSS) is preferred. <p>Note: Any other role / responsibility as agreed and felt necessary by the CEO in the interest of the Organization</p>