

## Be a part of the Team that drives the UID Project

**Position: Manager (Project Management & Monitoring)**

**Location: New Delhi**

| <b>Job Profile</b>  | <b>Qualification &amp; Experience</b>   |
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| <ul style="list-style-type: none"><li>• Managing MSP Contract from administration, execution, operation &amp; maintenance perspective</li><li>• Manage other contracts from administration, execution, operation &amp; maintenance perspective</li><li>• Assist in procurement of required services for the project implementation and ensure that requirement of the Authority in matters related to EoI/ LOI/RFP/Contracts are suitable addressed</li><li>• Responsible for change management of all contracts. Co-ordinate with concerned resources on Change Management.</li><li>• Assist &amp; provide inputs to Senior Officers for sign off on various deliverables, important/ routine matters.</li><li>• Monitoring the progress of various projects/ contracts being undertaken/ to be undertaken</li><li>• Assist in driving the progress of the UID project implementation &amp; highlight any issues/ slippages</li><li>• Assist UIDAI in key Project Management knowledge areas like Scope, Risk, Quality, Human Resource, Time, Cost &amp; Communications pertaining to MSP Contract</li><li>• Assist in ensuring that the project implementation activities are in alignment with the overall objectives of UID project</li><li>• Assist in implementation of SLA management, Risk Management &amp; Audit of various contracts</li><li>• Provide assistance in developing the Knowledge Management strategy to ensure knowledge transfer</li><li>• Price discovery of various goods/ services after market survey</li></ul> | <p><b>Education Qualification</b></p> <ul style="list-style-type: none"><li>• Bachelor's Degree in Engineering / Technology (IIT/NIT preferred) &amp; Masters Degree in Management from a reputed institute</li></ul> <p><b>Experience</b></p> <ul style="list-style-type: none"><li>• Overall 8-10 years of experience</li><li>• 3-5 years of experience in Project Management function</li><li>• 2 years' Experience of working in Central Government / e- governance projects</li><li>• Day to day program Management &amp; issue tracking</li><li>• PMP/ PMI certification desirable</li><li>• Proficient in MS Office</li></ul> <p>Contract Tenure: 2 years</p> <p><a href="#">Click here to apply</a></p> |