

Mission Manager - IT (Software)

Background and General Description:

The Government of India has launched The National Rural Livelihoods Mission (NRLM) under the Ministry of Rural Development (MoRD). The Mission aims at creating efficient and effective institutional platforms of the rural poor enabling them to increase their household income through sustainable livelihood enhancements and improved access to financial and public services. The agenda is to mobilize the rural BPL households into self- managed, federated institutions and support them for livelihood collectives. In addition, the poor would be facilitated to achieve increased access to their rights, entitlements and public services, diversified risk and better social indicators of empowerment.

Further to these objectives, the Government of Maharashtra has constituted the Maharashtra State Rural Livelihoods Mission, registered under the Societies Act 1860. A State Mission Management Unit has been constituted as a dedicated support structure to deliver the mission in the State. The MSRLM aims to build a team of high quality professionals for providing technical assistance to the districts in various thematic areas such as human resource management, rural livelihoods, social inclusion, environment management, financial inclusion etc.

Persons recruited and performing successfully could expect to be associated with the mission on a long term basis. For administrative policy reasons, the contract of this position will be for 11 months and renewed further based on performance and requirement.

Posting:

The posting will be at State Mission Management Unit (SMMU) level – Belapur, Navi Mumbai.

Reporting:

The person recruited will be reporting to the COO of MSRLM or any other delegated authority.

Duties and Responsibilities:

Following are the indicative duties and responsibilities of **Mission Manager – IT (Software)**

- MIS - Designing/Implementation/Monitoring for Rural Development Projects, Design and development of various IT policies and procedures, Align IT objectives and programs to enterprise objectives and strategies,
- Establish the required Quality Assurance and User Acceptance Test Procedures,
- Manage network availability and quality to ensure SLA compliance review and verify project documents partnership and network in, financial budget review and verify documents.
- Monitor & maintain company website in order to keep it up-to date and evaluate data processing proposals to assess project feasibility and requirements.
- To provide support to computer users in the company. This can include installing new software, repairing hardware problems, installing new hardware, troubleshooting problems and training employees how to use new software programs
- To ensure that the network is operating properly and that all employees have the ability to communicate through the Internet and company intranet.
- Inform job applicants of details such as duties and responsibilities, compensation, benefits, schedules, working conditions, or promotion opportunities.
- Assisting in creation of new programs as per the needs of the project
- Storing and securing the electronic information owned by the organization as a part of project.
- Develop computer information resources, providing for data security and control, strategic computing, and disaster recovery.
- Develop or update project plans for information technology projects including information such as project objectives, technologies, systems, information specifications, schedules, funding, and staffing.
- Develop and manage work breakdown structure (WBS) of information technology projects.

- Prepare project status reports by collecting, analyzing, and summarizing information and trends.

Minimum Qualification and Experience

PG degree/ PG diploma (Two Years) completed in Computer Applications or Computer Management or IT or Engineering from recognized university/Institute having 5 years of total work experience. Minimum 3 years of relevant experience in the field of ICT at Senior Managerial level. Knowledge of Marathi is desirable and MS Office is compulsory.

Desired Domain Knowledge and Experience

- Experience of preparing IT strategic plans
- Knowledge of resolving technical issues related to hardware and software
- Experience of preparing IT budgets
- Knowledge of developing website contents related to the mission

Desired Competency and Attributes

- Passion and integrity – self-driven and passionate about resolving IT related issues;
- Converting knowledge and experience into practice - Translates technical IT knowledge into practical applications ;
- Ability to interact with multiple stakeholders: Interacts with various departments in order to cater to their IT needs;
- Dialogue Skills - Anticipates IT needs in accordance with current market trends;
- Drive for Results - Identifies the needed IT resources to fulfill all the IT requirements.

Age limit:

- Open Market Candidate: Age of candidate should not more than 45 Years as on 1st Oct 2017.

Monthly CTC : Rs 60,000/-

How to apply:

Interested candidates can send their online application on www.jobs.msrlm.org or www.umed.in **Last date of online application submission is 25th October 2017.**

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