

Position: Manager (Monitoring & Coordination)

Location: New Delhi

Job Profile	Qualification & Experience
<p>Project Management</p> <ul style="list-style-type: none"> • Operationalizing and tracking the critical dependencies for the smooth implementation of the UID project in coordination with the regional offices and other project partners • Highlight any issues/ slippages in the progress of the project • Ensure that the project implementation activities are in alignment with the overall objectives of UID Project • Assist in procurement of required services for the project implementation. <p>Monitoring</p> <ul style="list-style-type: none"> • Support in the development of adequate Project Monitoring Framework for UID Project • Manage the Project Management Information System (PMIS) • Collect progress data on the UID project aspects from implementing agencies • Bring out regular progress assessment reports with qualitative inputs and flagging off any deviations/ issues that would need to be looked into by the higher authorities • Prepare reports and circulars for both internal and external distribution on project progress within stipulated timelines • Assist the Senior Manager (Project Management & Monitoring) in any other work incidental to the monitoring of UID project. <p>Miscellaneous</p> <ul style="list-style-type: none"> • Ensure that requirements of the Authority in matters related to EoI/ RFP/ Contracts are suitably addressed 	<p>Educational Qualification</p> <ul style="list-style-type: none"> • Bachelors Degree in Engineering from a premier institute or Masters Degree in Management/ Technology from a reputed institute <p>Experience</p> <ul style="list-style-type: none"> • Overall 8 – 10 years of experience. • 3 – 5 years of experience in project management function • Experience of working in a government set up is desirable • Day to day program management and issue tracking • PMP/ PMI certification • Proficient in MS Office

Please send your resume to positions_uid@nisg.org by 21th January, 2010.

Note: Employees from Government/Public Sector Organizations with previous experience in handling e-Governance initiatives at the National or State level are encouraged to apply