

Position: Senior Manager (Project Management & Monitoring)

Location: New Delhi

Job Profile	Qualification & Experience
<p>Project Management</p> <ul style="list-style-type: none"> • Define the critical success factors for the implementation of the UID Project • Develop and establish suitable project monitoring framework under guidance from the Authority • Drive the implementation of the project components and provide project oversight to the Authority • Drive the progress of the UID Project implementation and highlight any issues/ slippages to the Authority • 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"> • Implement appropriate Project Management Information System (PMIS) for project management and monitoring. • Collecting progress data on the project implementation aspects from the implementing agencies • Review regular progress assessment reports with qualitative inputs and flagging off any deviations/ issues that would need to be looked into by the higher authorities • Bring out comparative analysis and provide assistance to the other PMU operational units for formulating best practices • Recommend process improvement to enhance project planning & scheduling based on past data & experience • Ensure timely preparation of reports and circulars for both internal and external distribution on project progress • Provide guidance to respective agencies in project planning for effective rollouts <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 10 – 15 years of experience in multi-disciplinary functions. • 5 to 10 years of experience in project management function • Experience of working in a government set up desirable • Day to day program management and issue tracking • Project Management Certification preferred • Proficient in MS Office, MS Project, PERT-CPM and other Project Management Tools

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