BIHAR VIKAS MISSION
Job Description

1. General Information	
Position Title:	**IT Expert – Web Designing, Software Development & MIS System Development & Control**
Reports to:	**Mission Director**
Organization:	**Bihar Vikas Mission**

2. Organization Chart

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        │  Mission Director    │
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   │ IT Expert – Web Designing,      │
   │ Software Development, MIS        │
   │ System Development & Control     │
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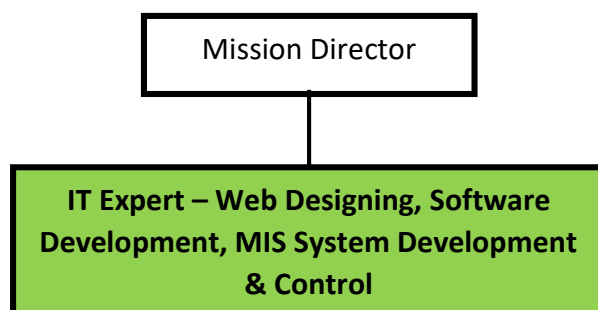
3. Key Accountabilities

Web Designing

- Discuss client's requirements and propose, design and develop solutions
- Create site's layout and integrate graphics, applications and other content and write web design programs in variety of computer languages
- Possess an understanding of programming languages, database management and web design
- Responsible for designing, coding and modifying websites, from layout to function and according to organization's specifications.
- Strive to create visually appealing sites that feature user-friendly design and clear navigation.
- Implement new designs and execute all visual design stages from concept using development tools to write and test code to develop solutions
- Managing, customizing and updating website content
- Must have a strong understanding of UI, cross-browser compatibility, general web functions and standards
- Experience in planning and delivering software platforms used across multiple products and organizational units
- Deep functional knowledge and hands on design experience with Web Services is needed to be successful in this position

- Understanding of latest web trends and their role in commercial environment
- Conceptualize original website design ideas that bring simplicity and user friendliness to complex roadblocks
- Create wireframes, storyboards, user flows, Process flows and Site Maps to communicate interaction and design ideas
- Should be able to write HTML and CSS from scratch
- Present designs and key deliverables to peers and executive level stakeholders
- Meet the security and functionality standards as outlined in policies
- Establish and promote design guidelines, best practices and standards

MIS System Development and Control

- Contribute to the development and maintenance of a centralized MIS system and dashboards for BVM in order to track the performance of various Departmental schemes and programs and monitor adherence to defined standards and procedures
- Provide inputs for development of MIS system user manuals and facilitate training for the Department employees as required, so that the concerned employees have the required user capability to enable delivery of Department objectives
- Monitor user access to the MIS system to ensure that the data is accessed by authorized users
- Manage the deployment of end user reporting tools within own Department to ensure convenience of data entry and reader usability

Analysis

- Execute the analysis and reporting activities and resolve any issues/ escalations as required, to ensure timely and effective reporting of progress of relevant schemes and initiatives and facilitate management decision-making
- Consolidate and report data with respect to all BVM schemes and programs to relevant senior BVM officials
- Analyze information for overall BVM performance and performance on specific schemes and programs and suggest next steps/ corrective actions as required
- Handle complex analysis requests, conduct research and analysis and share results with relevant BVM officials
- Participate in review meetings with relevant Department and BVM officials and provide and interpret analysis results and insights
- Oversee use of defined formats and templates for data analysis to ensure consistency across the organization

Qualitative Analysis and Insight Generation

- Conduct qualitative analysis of data for a particular sector (Infrastructure/ Agriculture/ Social) based on understanding of sectoral trends, scenario and processes
- Provide recommendations and insights based on qualitative analysis, at request or at own initiative, by collecting, interpreting, and editing Departments and programs and schemes related data and processes and discuss with relevant BVM officials
- Strengthen information and analysis using qualitative sector specific inputs such as international and national benchmarks etc.
- Create and review qualitative reports, at request or at own initiative, providing sectoral insights and share with relevant BVM and other officials

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Software Development

- Liase with senior Department stakeholders to identify and understand IT development needs, as required
- Develop systems and applications for concerned Department including ensuring their timely delivery in coordination with relevant internal and external parties in order to translate the Department needs to the corresponding IT tools and applications.
- Provide guidance and support to various Departments in implementation of developed and tested IT systems and applications in accordance with established policies and procedures, as required
- Manage IT related infrastructure provided to and used by Departments, in order to ensure uninterrupted operations of IT systems and applications
- Ensure the effective provision of application support and troubleshooting of IT systems and applications including liaison with third party vendors for ensuring satisfaction of departments whilst maintaining uninterrupted operations
- Provide support to internal and external teams (vendors, IT support teams etc.) to address and resolve high severity and chronic issues/ escalations.

Vendor Management
- Establish, build and manage relationship with third party IT vendors in order to facilitate delivery of high quality services in alignment with State's and Department's interests and requirements
- Facilitate selection and negotiation with IT vendors ensuring favourable terms and conditions for the concerned Department

Reporting & Documentation
- Prepare periodic and ad hoc reports to provide insights and necessary information to relevant parties within own team and other Departments, teams and units, in line with defined standards and formats
- Recommend and establish appropriate systems and procedures and provide guidance to Departments in development and update of the required documentation related to new IT systems and applications, updates and application fixes
- Preparation of timely and accurate statements and reports to meet BVM requirements ensuring compliance with relevant policies and standards
- Preparation of customized and ad hoc MIS reports (financial and non- financial, including program reporting) to ensure that senior officials in Department have the relevant information needed to track performance and support decision making

Continuous Improvement
- Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement
- Recommend improvements to functional procedures and follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner
- Participate in projects to enhance existing MIS reporting systems to ensure the organization's MIS systems are trustworthy source of relevant and timely data

Related Assignments
- Perform other related duties or assignments as directed

4. Qualifications and Experience

Essential

- Bachelor's degree or higher in Computer Science / IT / Electronics or Master's degree in Computer Application from any of the top 125 institutes as published under the National Institutional Ranking Framework issued by MHRD and / or QS World University Rankings and / or UGC recognized University Rankings, as per the latest ranking update on the day of publication of the advertisement.
  - Proficiency in programming languages such as HTML, HTML5, CSS, adobe illustrator, JavaScript, SQL, MySQL and web development technologies or other visual design, UX (user experience), SEO (Search Engine Optimization), marketing and social media and wire-framing tools.
  - Minimum 4 years of post-qualification experience as web developer / Application Development and Testing experience including exposure to software development, MIS and System Development in a reputed private or multinational organization
  - Less than 65 years of age as on 1st August'2021

Preferred

- Less than 40 years of age as on 1st August'2021
- Experience of working with State / Central Government or any other organization under the aegis of State or Central Government / bilateral / multilateral organizations (e.g: World Bank, DFID, UNDP, ADB etc.) / reputed private or multinational organization in Software Development / Web Designing / MIS & System Development
- Experience of working on latest MIS, data analysis and reporting systems and tools and creation of data related reports
- Experience of working in Infrastructure and / or Agriculture and / or Social sector
- Demonstrable graphic design skills with strong portfolio
- Education higher than "Bachelor's degree or higher in Computer Science / IT / Electronics or Master's degree in Computer Application" in relevant domain.

5. Knowledge and Other Skills

- Mathematical aptitude, statistical analysis and strong problem solving skills
- In-depth understanding and knowledge of software and advanced knowledge of IT services and system development and application support
- High proficiency in using MS office suite of products (MS Excel, MS PowerPoint etc.)
- Excellent organizational and time management skills
- Accuracy and attention to details; Ability to generate reports in accurate manner
- Strong team work and interpersonal skills
- Self development skills to keep up to date with fast changing trends
- Excellent knowledge of existing & emerging IT trends, technologies and best practices
- Strong vendor management skills
- Good knowledge of reporting procedures and formats
- Strong teamwork skill.