

# BIHAR VIKAS MISSION

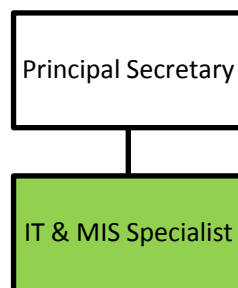
## Job Description



### 1. General Information

<b>Position Title:</b>	<b>IT &amp; MIS Specialist</b>
<b>Reports to:</b>	<b>Principal Secretary – Urban Development &amp; Housing Department</b>
<b>Department:</b>	<b>Bihar Vikas Mission</b>
<b>Job Code:</b>	

### 2. Organization Chart



### 3. Key Accountabilities

#### IT Development

- Identify IT development needs based on organization and user requirements and liaise with external vendors for development of appropriate systems and applications
- Facilitate the development and maintenance of a MIS systems and dashboards for the Department in order to track the performance of various Departmental schemes and programs and monitor adherence to defined standards and procedures, as required
- Facilitate the deployment of end user reporting tools within Department to ensure convenience of data entry and reader usability

#### IT Application Support

- Monitor, analyse and report on the functioning of assigned IT systems, networks and applications with regard to the defined performance criteria, as required
- Provide timely and effective troubleshooting services for assigned Department IT systems, networks and application and provide support, as required

#### MIS Data Collection& Analysis

- Monitor, examine and provide required support to data entry teams in districts, blocks etc. to ensure accuracy in data collection and mining
- Ensure consistency in data entry and use of defined formats and templates by data entry teams for the same
- Analyze collected data, look for trends, patterns and root causes, keep track of all relevant findings and share results with relevant officials in Department
- Interact with relevant officials and teams in Department to support in interpretation of analysis and insights
- Consolidate and report data with respect to assigned Departmental schemes and programs to relevant Department officials (Principal Secretary, Secretaries, Directors etc.)
- Provide the required data, analysis and reports for Department to relevant teams like Sub

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Missions, Nodal Data Analytics Centre etc. to facilitate monitoring and analysis at an organizational level

### IT Operations

- Facilitate execution of / execute planned and ad hoc hardware and software installation and maintenance activities
- Maintain databases, process batches of information and develop and share required reports

### MIS Reporting

- Manage the preparation of timely and accurate departmental MIS statements and reports (including customized and ad hoc) to meet Department requirements, ensuring compliance with relevant policies and standards

### Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account best practices, in order to facilitate cost optimization and productivity improvement

### Policies, Systems, Processes & Procedures

- Follow all relevant departmental policies, processes, standard operating procedures and instructions so that work is carried out in a controlled and consistent manner

### Related Assignments

- Perform other related duties or assignments as directed

## 4. Qualifications and Experience

### Essential

- Master's degree in Computer Application or Bachelor's degree in Computer Science / Electronics / Electrical & Electronics / Information Technology (full time)
- Minimum 5 years of post-qualification experience in IT application / system support and / or IT development

### Preferred

- Less than 35 years<sup>#</sup> of age as on 1<sup>st</sup> January 2019
- Experience in MIS system / application and data / business analysis
- Experience in the areas of application programming / solution architecture / hardware sizing and project life cycle related document preparation
- Experience of working with municipal corporations / state / central government organisations / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) in IT support role
- Certificates / Courses in MS office suite of products (MS Excel, MS PowerPoint etc.)

<sup>#</sup> Age limit for SC / ST (Male/Female) domicile / resident of Bihar – 40 years

Age limit for BC / EBC (Male/Female) domicile / resident of Bihar – 38 years

Age limit for General (Female) domicile / resident of Bihar – 38 years

## 5. Knowledge and Other Skill

- Good knowledge and familiarity with latest IT and MIS technology and systems
- Knowledge of IT system and application development
- High proficiency in using MS office suite of products (MS Excel, MS PowerPoint etc.)
- Technical troubleshooting and problem-solving skills
- Fluency in written and spoken English and Hindi