

BIHAR VIKAS MISSION

Job Description



1. General Information	
Position Title:	IT & MIS Specialist
Reports to:	Principal Secretary – Urban Development & Housing Department
Department:	Bihar Vikas Mission
Job Code:	
2. Organization Chart	
<pre> graph TD PS[Principal Secretary] --- IMIS[IT & MIS Specialist] </pre>	
3. Key Accountabilities	
<p>IT Development</p> <ul style="list-style-type: none"> 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 	
<p>IT Application Support</p> <ul style="list-style-type: none"> 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 	
<p>MIS Data Collection & Analysis</p> <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Perform other related duties or assignments as directed
4. Qualifications and Experience
Minimum <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Less than 35 years[#] of age as on 1st January 2020 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.) <p>[#] 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</p>
5. Knowledge and Other Skill
<ul style="list-style-type: none"> 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