

Job descriptions - Director-IT & MIS

Position	Director- IT & MIS
No. of Post	1 (One)
Location	Office of the State Health Agency, AB-PMJAY, Bihar, Patna
Eligibility Criteria	
Age: Maximum 45 Years of age as on 1 st August, 2019	
Essential Qualification and Experience :	
<ul style="list-style-type: none"> • MTech in Information Technology/ Computer Science with 10 years of work experience in managing one or more information processing functions (operations, development, etc.). <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • B. Tech or B.E in Information Technology/Computer Science or full time regular MCA with minimum 15 years of post-qualification experience in managing one or more information processing functions (operations, development, etc.). 	
Desirable Qualification and Experience:	
<ul style="list-style-type: none"> • Additional qualification like MBA- IT, advance diploma or certification in computer programing or infrastructure designing • Design and management of MIS system or Data Base management system in Health related project/ health insurance. 	
Purpose of Assignment:	
To be responsible for the coordination of technology infrastructure, enterprise applications, 3rd party vendor management, and data connectivity throughout the State. Should direct and manage IT-oriented strategic plans, policies, programs, technology support services, network communication, and business intelligence systems to accomplish business goals and objectives.	
Summary of Roles and Responsibilities:	
<ul style="list-style-type: none"> • Work closely with the project/ contract design team to support in developing appropriate IT platform for a robust MIS support system that would facilitate effective implementation and management of AB-PMJAY program. • Develop and coordinate risk and control assessment programs, fraud triggers and business intelligence tools in collaboration with the IT and medical management teams • Develop or procure cost effective software and IT systems/ equipments to meet the requirements for supervision, monitoring and evaluation of AB-PMJAY project including concurrent monitoring, verification of KPIs (Key Performance Indicator), verification of invoice for payment process payment clearance in consultation with the relevant officials and cells in the society/ directorate. • Develop an integrated MIS system to monitor and evaluate the KPIs against project objectives. Devising IT policies and system to support the implementation of scheme. • Identify hardware/ software needs and seamless integration with existing systems within the SPMU& also at Districts and Blocks levels. Prepare contingency plans 	

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for system failure, preventive measures, back up options, security breach or other challenges.

- Inspect the use of technology equipment and ensure the optimal use, identify the upgrades or configuration and report to SHA
- Management of web-based project management tools for tracking implementation of AB-PMJAY program and activities
- Analyse the needs of scheme and determine the technology requirement
- Mentor and guide Monitoring & Evaluation Manager with the design and implementation of all key indicators for the M&E system
- Identify and Contract consultants/ IT cost efficient solution providers in case there is a need for outsourcing of a software management platform
- Present a quarterly report to the CEO regarding the overall functioning of the Communication and grievances strategy
- Capable of developing Dashboard for AB-PMJAY related work for all levels
- Capable of developing application for M&E of AB-PMJAY in health, data analysis/ interpretation and foresee the trends.
- Develop and manage helpdesk centre at state for IT related issues emerges at districts/ blocks
- Undertake any additional responsibilities given by the State Health Agency
- Other responsibilities as directed by the CEO.

Desirable skills:

- Ability to lead teams
- Strong strategic focus and project management skills.
- Ability to operate effectively with people at all levels
- Familiarities in Business Intelligence Tools, Python, R and related MIS tools.
- Familiarity with commonly used packages like MS Word, Excel, Power Point/ Office suites, internet and other relevant technologies.
- Excellent Communication & Presentation Skills, sound comprehension, analytical and interpersonal abilities, excellent oral and written communication skills in English and Hindi

Agreement:

The selected candidate will sign a Non-Disclosure Agreement (NDA) with the Society.

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