

Job Description	
Designation	Head, Center of Excellence
Department	MPSeDC
Place	Bhopal
Job Type	Fixed Term Employment upto 2 years. Extendable basis performance.

### **Job Purpose**

Act as Delivery Manager for Center of Excellence which is software development wing of MPSeDC

### **Project Management skills:**

- Project life cycle, development life cycle and development strategy.
- Project Planning and management: Preparing schedule and timeline for project
- Understanding of Project Management tools such as MS Project, MS Excel, JIRA etc.
- Drive project management process improvement initiatives, enhancing existing templates or creating new templates, mentoring peers and new employees in organizational processes and standards
- Experience of handling multiple projects and multi-client environment. Has proven record of leading project on latest IT platforms with preferred exposure to SAAS (Software As A Service)
- Experience in project and solution management
- AS-IS, TO-BE, FRS, SRS and application design document and team leadership traits
- Capacity Building Plan of team.
- Proven track record of tracking and analysis of Change Request and Change Management
- Experience Conceptualization, designing, documentation of e-governance projects.
- Identify risks, create mitigation strategies, plan and execute them in timely manner.
- Communicates with all levels of organization, internal, cross-functional and external, and keeps record
- Provide support in infrastructure sizing. Strategy of Post Production support
- Well-versed with IT industry best practices of project development and quality software solutions and proven track record of implementing best practices especially in e-Governance projects
- Knowledge pertaining to deployment, training, and managed operation

### **Technical skills:**

- Knowledge of various development methodologies especially in e-Governance projects ; Software performance & efficiency management
- Defining and validating technical requirements, architectural designing, and documentation of software applications.
- Create work breakdown structures (WBS) or Sprints and collate estimates from all relevant teams, and create schedules based on estimates and department/business needs.
- Implement CI/ CD
- Implement Low Code No Code (LCNC)

- Architecting the solution in line with the enterprise architecture standards.
- Knowledge & exposure to Quality Assurance practices & procedures.
- Well versed with functional & performance testing. Able to create framework for testing automation.
- Knowledge of software security processes.
- Audit Management (CERT-IN, STQC, others)
- Application design for data security and integrity
- Good knowledge of SQL, database design, Application Architecture and design; Interfacing with other existing application and databases
- Create overall technology standards and practices and ensure adherence
- Oversee all system design and changes in system architecture
- Identify, compare, select and implement technology solutions to meet current and future needs
- Assist department in techno-functional evaluation of vendors.
- Ensure knowledge upgradation and work with new technologies so that the solution is latest and meets quality standards and the client requirements
- Establishing traceability between requirements and application architecture/design.
- Knowledge of application and database migration and inter application interfacing
- Prototyping experience
- Collaboration framework
- Exposure to Agile / Scrum methodologies
- Ability to work on release tools & version control
- Exposure to cloud technology (Architecture, Deployment and Migration)
- Integration methodology and feasibility study

### **Skillset**

- Leadership and Project Management.
- Excellent team building, communication, presentation & inter-personal skills
- Client interaction, stakeholder management
- Well-versed with e-Governance project lifecycle, development life cycle and release mgmt.
- Capable to handle senior level officer in government domain.
- Proficient in the use of English & Hindi language (both written & verbal)
- Exposure and practical knowledge of different technologies and platform.
- Well-versed with standards of CMMi Level – 3 or higher

- Should be proficient in project management, bug/issue tracking, versioning related tools & technologies.

Profile	
Essential Criteria	Desirable Skills & Experience
<p><b>Education:</b></p> <ul style="list-style-type: none"> <li>• B.E. / B. Tech ( in any stream) / MCA/ MSc (CS/IT) or equivalent or higher</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum <b>18 years' experience</b> in software development field out of which at least <b>8 years' experience</b> as Technical Project Manager and <b>4 years' experience</b> as Software Project Delivery Head.</li> <li>• The candidate should have minimum 2 years' experience in Government as Technical Project Manager</li> <li>• Work experience must span over 4 IT/e-Governance Project/Assignment, leading a software development team of at least 50 people.</li> </ul> <p><b>Certification:</b></p> <ul style="list-style-type: none"> <li>• Valid PMP / Prince-2 Certification</li> </ul>	<ul style="list-style-type: none"> <li>• Strong technology background including experience in solution architecture, technology architecture, database design and software application design. Management skills, including project management capabilities. Should have successfully implemented Country / State level e-Governance Projects</li> <li>• Should have led software development team of size at least 100 personnel.</li> <li>• Experience in development and integration of cross technology based solutions like Web &amp; Workflows, Enterprise Mobility, GIS, IoT etc.</li> <li>• TOGAF Certification</li> <li>• Cloud Architect Certification</li> </ul>