A. Chief Information Officer

Job Description, Responsibilities and Duties:

- Managing IT staff and developing department goals;
- Developing and overseeing the IT budget;
- Planning, deploying and maintaining IT systems and operations;
- Managing the organization's software development needs
- Developing IT policies, procedures and best practices
- Staying updated on IT trends and emerging technologies;
- Developing and enforcing IT best practices across the organization;
- Ensuring IT strategies and processes support company-wide goals;
- Overseeing relationships with vendors, contractors and service providers; and
- Explaining to the Commissioner and other executives the benefits and risks of new IT-related projects.
- Approving vendor negotiations and IT architecture.
- Establishing IT policies, strategies, and standards
- Developing and approving technology futures and budgets

Eligibility Criteria:

- **REQUIREMENTS**: Proven experience as CIO or similar managerial role, Excellent knowledge of IT systems and infrastructure, Background in designing/developing IT systems and planning IT implementation, Solid understanding of data analysis, budgeting and business operations, Superior analytical and problem-solving capabilities.

- **QUALIFICATION:** B.E/M.E, B.Tech/M.Tech, B.Sc./M.Sc, BCA/MCA from a recognized University in computer science, IT or a related field. Additional IT and management certifications like Information Security / IT Risk Management / Cyber Security and related is desirable. Extensive work experience in a leadership capacity. An MBA with a focus in a subject like information technology management, with a concentration in IT management including courses like computer security and database management systems. Business-related courses like project management, managerial economics, risk management and innovation strategies, Certified in Advanced Information Technology are preferable.

- **AGE:** Minimum Age: 35 years (As on 01.07.2023). Maximum Age: 55 years (As on 01.07.2023).

- **EXPERIENCE:** Minimum 10 years of experience in information technology and resource management area preferably in Municipal and Government domains with hands-on experience in leading a team.

- **COMPENSATION:** Commensurate with experience & qualification. Please indicate salary last drawn and expected salary.

B. Chief Data Officer

Job Description, Responsibilities and Duties:

- To lead the data strategy
- To overlook the organization's data governance, security, and privacy
- To spearheads data-driven decision-making for the organization
- Create cognizance of data security, governance, and privacy within the organization
- Safeguard the organization's data assets
- Work closely with and often reports to the Commissioner.
- Build a robust data ecosystem and herald in a data-driven culture
- Capable of providing Data Quality Assessment Services
- Develop strong links between data, analytics, service processes, and outcomes
- To be able to provide Custom-built Data Analytics Solutions
- Knowledge of Pre-Built Domain-specific Data Analytics Solutions
- Handling Social Media Analytics Platform
- Developing Self Service Analytics
- Establishing Analytics on Mobile

Eligibility Criteria:

- **REQUIREMENTS**: The desired candidate should be proficient in Python and have experience writing SQL queries for analysis or data processing, designing and building dashboards and visualisations using Tableau and Power BI tools, plotly and others. Must be proficient in R Programming, programme data validation checks and listing to identify discrepancies and preparing data sets for statistical analysis. Should also be able to perform exploratory data analysis (EDA), data analysis and data visualization, neural networks and such others.

- **QUALIFICATION:** B.E/M.E, B.Tech/M.Tech, B.Sc./M.Sc, BCA/MCA from a recognized University in information technology or related field. Where the degrees pertain to other disciplines, PhD or a master's degree in any data-related field, like data science or analytics, computer science, information management systems or statistics are required. Certifications preferably in Information Security / IT Risk Management / Cyber Security or others related to data is desirable.

- **AGE:** Minimum Age: 35 years (As on 01.07.2023). Maximum Age: 55 years (As on 01.07.2023).

- **EXPERIENCE:** Minimum 10 years of experience in data analytics in Information Technology area preferably in Municipal and Government domains as a senior data analyst or senior data science professional with hands-on experience in leading a team.

- **COMPENSATION:** Commensurate with experience & qualification. Please indicate salary last drawn and expected salary.

C. KNOWLEDGE CUM INFORMATION OFFICER

Job Description, Responsibilities and Duties:

- The Officer is responsible for formulating and implementing overall knowledge and information management policy.
- Reviews and provides a comprehensive assessment of the existing knowledge and information management procedures, documentation, electronic platforms, and physical depositories; Creates inventories of existing knowledge and information assets, identifies custodians, and maps current processes; Identifies and documents gaps and proposes immediate actions in order to optimize use of information, data and knowledge across the Secretariat.
- Works cross-functionally and collaboratively at all management levels across the Secretariat to develop a joint strategic vision and objectives for knowledge and information management.
- Chairs Knowledge and Information Management forum discussions, designed to assess information/data/knowledge needs, formulate business initiatives and collect functional requirements for a collaborative electronic record/content management platform.
- Formulates and drafts Organization-specific retention and archiving policies, procedures, guidelines, and training.
- Coordinates implementation of the knowledge and information policies and procedures, and monitors progress and compliance.
- Under the agreed retention schedule, ensures the preservation of information assets with continuing value. Coordinates systematic preservation and disposition of information.
- Develops training materials and facilitates training in knowledge and information management best practices and use of the electronic platform.
- Liaises with the Chief of Information Technology Division regarding all matters relating to underpinning IT systems and issues relating to data management and governance.
- Carry out other relevant duties as required.

Eligibility Criteria:

1. **REQUIREMENTS:** Excellent analytical and problem-solving skills. Ability to match technical solutions effectively and efficiently with policy and workflows, while understanding the applicability of technology and its limitations. Ability to develop clear strategies/objectives/ goals and prioritize tasks based on available resources; ability to foresee risks and allow for contingencies. Strong written and oral communications skills; ability to explain complex technical issues to a wider non-technical audience in a simple

and easy-to-remember manner. Excellent interpersonal skills, comfortable in a multicultural environment, flexible, and able to handle pressure. Sense of responsibility, maturity of judgment, initiative, originality of ideas. Ability to work in a multicultural environment and to foster diversity and team spirit.

2. **QUALIFICATION:** B.E/M.E, B.Tech/M.Tech, B.Sc./M.Sc, BCA/MCA from a recognized University in computer science, IT or a related field. Additional IT and management certifications like Information Security / IT Risk Management / Cyber Security and related is desirable. Extensive work experience in a leadership capacity. An MBA with a focus in a subject like information technology management, with a concentration in IT management including courses like computer security and database management systems. Business-related courses like project management, managerial economics, risk management and innovation strategies, Certified in Advanced Information Technology are preferable.

3. **AGE:** Minimum Age: 35 years (As on 01.07.2023). Maximum Age: 55 years (As on 01.07.2023).

4. **EXPERIENCE:** A minimum of 6 years of relevant experience in an international setting, a proven experience in setting up knowledge and information management frameworks and drafting policies. Experience in developing and implementing knowledge and information management best practices in an Organization. Proven experience in stakeholder management, including setting up and chairing user forums. Experience in designing and facilitating training tailored to target audiences.

5. **COMPENSATION:** Commensurate with experience & qualification. Please indicate salary last drawn and expected salary.

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