

Job Description - IT Manager

| | |
|--|---|
| Position | IT Manager |
| No. of Post | 1 (One) |
| Location | Office of State Health Agency, AB-PMJAY, Bihar, Patna |
| Eligibility Criteria | |
| Age: Maximum 45 years as on 1 st Aug 2022 | |
| Qualification: | |
| Essential | |
| <ul style="list-style-type: none"> • M.Tech (Computer Science/ IT) <li style="text-align: center;">or • B.E./ B Tech (Computer Science/IT)/ MCA with regular MBA or PG diploma in IT | |
| Desirable | |
| <ul style="list-style-type: none"> • Microsoft certification in access ,SQL or oracle server will be preferred | |
| Experience: | |
| Essential | |
| <ul style="list-style-type: none"> • Minimum of 5 years of experience at state level in managing IT systems | |
| Desirable | |
| <ul style="list-style-type: none"> • Minimum 2 years' of experience in insurance claims management IT systems shall be preferred | |
| Purpose of Assignment: | |
| IT manager to be responsible and accountable for the smooth running of computer systems within the limits of requirements, specifications, costs and timelines. She/ He will monitor the implementation and maintenance of SHA's computing needs. | |
| Summary of Roles and Responsibilities: | |
| <ul style="list-style-type: none"> • Manage information technology and computer systems • Plan, organize, control and evaluate IT and electronic data operations • Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance • Design, develop, implement and coordinate systems, policies and procedures • Ensure security of data, network access/ administration and backup systems • Act in alignment with user needs and system functionality to contribute to organizational policy • Identify problematic areas and implement strategic solutions in time • Audit systems and assess their outcomes • Preserve assets, information security and control structures • Handle related annual budget and ensure cost effectiveness • Managing and reporting on allocation of IT budget • Running regular checks on network and data security • Identifying and acting on opportunities to improve and update software and systems • Providing direction for IT team members and ensuring IT updates are communicated to all the relevant stake holders and appropriate training provision to make user friendly • Undertake any additional responsibilities given by the State Health Agency. | |
| Desirable skills: | |
| <ul style="list-style-type: none"> • Strong strategic focus and project management skills. • Manage the hardware • Ability to operate effectively with people at all levels • Excellent Communication & Presentation Skills, sound comprehension, analytical and interpersonal abilities. | |
| Agreement: | |
| The selected candidate will sign a Non-Disclosure Agreement (NDA) with the society. | |

The initial contract shall be for a period of 3 years, which shall be extendable subject to following:

- a. Satisfactory Performance
- b. Continued requirement of the position
- c. Approved by Competent Authority.

H

29/8/22