

**JOB DESCRIPTION**

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| **Consultant for Thematic Expert E-Governance for Rashtriya Gram Swaraj Abhiyan (RGSA), Department of Rural Development & Panchayati Raj.** | | | |
| **I. JOB DETAILS** | | | |
| **Job Title** | Thematic Expert E-Governance | | |
| **No. Of Vacancies** | 01 (One Only) | **Upper age limit** | 55 Years as on date of joining & till 60 years you can work. |
| **Remuneration** | Rs. 80000/- per month. | | |
| **Job Location** | Jammu / Srinagar SPRC (Full Time Work from Office) | | |
| **About Rashtriya Gram Swaraj Abhiyan (RGSA)** | Rashtriya Gram Swaraj Abhiyan (RGSA) was launched on 24th April 2018 as an umbrella scheme of the Ministry of Panchayati Raj, Govt. of India. It is a unique scheme proposed to develop and strengthen the Panchayati Raj System across India in the rural areas and for developing and strengthening the capacities of Panchayati Raj Institutions (PRIs) for rural local governance to become more responsive towards local development needs, preparing the participatory plans that leverage technology, efficient and optimum utilization of available resources for realizing sustainable solutions to local problems linked to Sustainable Development Goals (SDGs). | | |
| **Contractual Durations** | 12 months or Scheme Period, whichever be earlier. | | |
| **Job Purpose** | To work for developing and strengthening the capacities of Panchayati Raj Institutions (PRIs) for rural local governance to become more responsive towards local development needs | | |
| **Job Roles & Responsibility** | 1. Responsible for implementation & monitoring of e-Governance initiatives in the PRIs across the UT. 2. Assist the UT in the implementation of IT-based accounting for local bodies. 3. Compile various reports & indicators/KPI s based on program requirements. 4. Analyze the functionalities of the e-Governance initiative across the UT, identify improvement areas with respect to PRIs 5. Support the UT in the convergence of UT’s e-Governance initiatives with MoPR’s respective e-Panchayat applications. 6. Responsible for overall management of data with respect to the PDP. 7. Provide handholding support to the Panchayats on various e-governance issues 8. CB&T on e-Panchayat/UT-specific e-Governance applications. 9. Compilation and analysis of OSR & revenue data. 10. Undertake data analysis and field level data validations to enhance quality of programme. 11. Provide insights/inputs to UT and District administration through data analysis. 12. Prepare policy note on e-governance as and when required. 13. Any other task to be assigned by the Department from time to time. | | |
| **Mandatory Educational Qualification** | Bachelors or Master’s degree in Engineering/ Information Technology/Computer Science and Post Graduate Diploma in any Social Science stream such as Economics/ Development Studies/ Public Administration from a reputed National/ International University having relevant work experience of minimum 7 years. | | |
| **Mandatory Domain Knowledge & Skills** | 1. Worked in IT Project Management function or in an IT PMU. 2. Experience of e-Governance projects and related technologies. | | |
| **Mandatory Experience Requirement** | 7 Years of relevant work Experience.  Preference to the candidates having worked in Central/ State Government Departments /Ministries as a Consultant or equivalent. Also, Persons with experience in projects related to Social sector. | | |
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**Note:** This document is an abridged version of the Job Description. Candidates are compulsorily advised to read the Scheme document in detail for all the mandatory education / qualifications / conditions/requirements/perks/ facilities, as applicable for each respective role for complete clarity & understanding, before applying for the role.