

NATIONAL COMMISSION FOR PROTECTION OF CHILD RIGHTS

Position: Senior Consultant (Information Technology)

(1) Nature of Work:

- i. To enable NCPCR to have the IT systems, Applications, Web Services, Infrastructure and Support Services needed to achieve excellence.
- ii. To manage and control all assigned IT operations of NCPCR to ensure delivery on time and within budget and services to agreed performance and quality standards.
- iii. To manage the IT resources in an efficient manner with agreed performance and budget standards. Assists in the planning and implementation of additions, deletions and major modifications to the supporting NCPCR's IT infrastructure.
- iv. To develop and maintain the IT strategy for NCPCR including initiating and managing, where required, IT development projects and initiatives.
- v. To develop information and records management policies according to defined Government standards and monitor overall adherence.
- vi. To deal with all files/matter pertaining to Information Technology related work in the NCPCR.

(2) Qualifications and Experiences

- i. An experienced IT professional with minimum 10 years track record of successful IT planning and management, preferably from a Govt, Public, Non-profit Organization or Statutory Commissions similar to NCPCR.
- ii. Minimum Graduate from reputed university. MCA /BCA/BE would be added advantage.
- iii. Experience of delivering and working with IT best practice. Qualifications and industry recognized certifications on IT related subjects like ITIL/Service Management/CISA/CISM etc. would be added advantage.
- iv. An understanding of working with government and of developing, supporting and managing Information Communication Technology support and delivery.
- v. Hands-on Experience and working on web technologies, virtualization technologies, and Microsoft technologies, including Active Directory, Exchange, and Sharepoint is desirable.

(3) Personal Qualities and skills

- i. A strong sense of integrity and commitment to good governance with strong people and team management skills.
- ii. Ability to support and advise the NCPCR and its members in the course of their work and in the discharge of their statutory duties in relation to information, records and technology issues Enterprise flexibility.
- iii. Proven IT Project Management skills.
- iv. Remains on the forefront of emerging industry practices.

(4) Key Accountabilities

- i. Strategy - Using best practice, and common methodologies (such as ITIL) in conjunction with Senior Managers develops and maintains the IT strategy for NCPCR including where appropriate knowledge / information management aspects.
- ii. Plans - In conjunction with Senior Managers, creates 3 year IT plan and 3 year rolling budget to achieve the agreed ICT strategy.

- iii. Controls IT Resource and Finances to achieving value for money and performance. Builds and maintains vendor relationships and assist in purchase of hardware, software and other IT products/solutions including IT outsourcing and SLA management.
- iv. Ensures that the organization has appropriate, sufficient and effective IT systems and services to support all its key functions. These Systems and services to include:
 - (a) Computer systems, fixed & mobile devices including hardware and software.
 - (b) Networks (local and wide area, wired and wireless).
 - (c) Servers & storage solutions.
 - (d) NCPCR applications including Complaints Management System (development, implementation, maintenance and support).
 - (e) Day-to-day operational, maintenance and support services (to support fault reporting/fixing, moves and changes, minor additions, upgrades , etc).
 - (f) Maintain proper design, source-code, testing, maintenance, issue-resolving and planning documentation as per best industry practices. Execute SLAs where required.
 - (g) Ensures support for NCPCR records management & digital archival function.
 - (h) Ensures that NCPCR web sites, and the intranet are developed and supported in a robust and secure manner, in coordination with NIC.
- v. Project management in accordance with the agreed IT plans. Plan, initiate and monitor all IT development and upgrade projects. Where appropriate, manage projects directly to ensure effective and timely delivery.
- vi. Developing Information Security policies and ensuring these are monitored and enforced, ensuring information is stored and retained correctly, and that relevant legislative & government frameworks are correctly adopted and implemented.
- vii. Prepare, maintain and Test IT Disaster Recovery plans for NCPCR and ensure that they remain current and valid.

(5) Period of Assignment and Remuneration etc.

- i. The engagement will initially be for a period of 06 months, extendable to a maximum period of 01 year, based upon necessity and performance.
- ii. The remuneration will be fixed between Rs.40,000/- to Rs. 50,000/- commensurate with qualification, experience and nature of work.
- iii. The Commission reserves its right to accept or reject any application without assigning any reason and/ or relax any conditions in exceptional circumstances.
- iv. The above position is to be filled up purely on contract basis. The selected candidate on engagement shall enter into a contract with the Member Secretary (NCPCR), having details of the terms of engagements, before formal engagement.

(6) How to apply:

The expression of interest with updated CV, indicating post for which you are applying, should reach the Member Secretary, NCPCR, Chanderlok Building (5th Floor), 36/Janpath, New Delhi-110 001. Fax:011-23724026, E-mail: lov_56@yahoo.com by **21st February, 2011.**