

TERMS OF REFERENCE FOR THE POST OF IT COORDINATOR UNDER ATAL AMRIT ABHIYAN SOCIETY

Place of Duty: The normal place of work for the party will be the office of the State Nodal Cell (SNC), Atal Amrit Abhiyan Society, Assam.

He/ She shall work under the overall guidance and supervision of the Chief Executive Officer and the SNC Team, Atal Amrit Abhiyan Society, Assam and will be directly responsible for the following tasks:

Job Purpose:

Provide support for the overall success in the implementation of the Atal Amrit Abhiyan, Assam. The IT Personnel is expected to provide support to CEO and the SNC Team in IT matters. He/she would be responsible for information gathering, data entry, maintaining records, and preparation of progress reports, develop system for checking the accuracy of the reported data, MIS System, support the activities of the Control and Server Room, provide and supervise data processing services, develop the AAAS Website, prepare data bank and status reports, provide DTP support at the time of conference, meetings and presentation in order to ensure the efficiency, relevance and impact of Atal Amrit Abhiyan in the state of Assam is maximized.

Key Responsibilities:

- Assisting the CEO and the SNC Team in supervising the Key Control System w.r.t. coordinate, facilitate and monitor the work of technical assistance inputs mobilized to support the Scheme and provide reports and data. Also provide support for all types of IT matters related to the scheme.
- Adopting methods , coordinating and monitoring the software programmes being used by the Implementation Support Agencies (ISAs) and develop instruments, forms and formats and their piloting on a day to day basis.
- Ensuring compliance with the procedural requirements as set up in the IT System of Atal Amrit Abhiyan and strengthening the internal MIS System
- Monitoring the information system about the performance outcomes of different functionaries and entities provided for in the Scheme.
- Complete responsibility of the AAAS Server/IT Control Room along with the other IT equipments located in the Office of AAAS.
- Undertake such other assignments which may be assigned by the CEO, AAAS from time to time.

Qualifications:

MCA/BE or B.Tech. or B.Sc. in Computer Science from a recognised Institute/University

Relevant Experience:

- Suitability to undertake the responsibilities mentioned above at the required level.
- Minimum five years of experience in related sector.
- Demonstrated competency in supervisory and interpersonal skills.
- Superior management and leadership qualities in order to liaise effectively with management, senior staff, staff of parity organizations and government officials
- Excellent oral and written communication skills in English.

Compensation: Best in the industry which is negotiable.