

TERMS OF REFERENCE OF Manager/Expert/Officer IT/MIS

UTTARAKHAND DISASTER RECOVERY PROJECT

JOB TITLE:	MANAGER/EXPERT/OFFICER IT/MIS
Location:	PMU/PIUs-UEAP(ADB) Uttarakhand, Dehradun
Contract term:	One year with possibility for extension
Start date:	Immediately
Responsible to:	PD PMU/Program Manager PIUs-UEAP (ADB) Uttarakhand, Dehradun
Responsible for:	Development of the MIS system and help generating required reports for implementing agencies

BACKGROUND:

In June 2013, the north Indian state of Uttarakhand and adjoining regions experienced heavy rainfall due to a cloud burst causing devastating landslides and flash floods. The rainfall during the period of June 15 – 18 recorded to be 375 % above the normal rainfall resulted in a total human live loss of 580 as reported by the State Govt. of Uttarakhand (GoU) with more than 5400 still reported as missing. The region is amongst the country's most important pilgrimage centers and the disaster occurred during the peak pilgrimage season leaving over 70,000 tourists and over 100,000 locals stranded in the upper reaches of the mountain terrain. As per the preliminary assessment report by the GoU and UN, total local population affected is recorded as 110,000, 4200 villages affected, 9200 cattle / livestock lost, 3320 houses fully damaged.

The Government of Uttarakhand was extremely proactive in relief operations in the immediate aftermath of the flood and also received support from Gol. The process is gradually moving from immediate relief to early recovery and planning for longer-term recovery and reconstruction. The ADB assisted Uttarakhand Emergency Assistance Project will support the recovery of communities from the flood event in the priority affected districts of Uttarakhand.

Objective

Project Management Unit / PIUs of Uttarakhand State Disaster Management Authority for implementation of the ADB assisted Uttarakhand Emergency Assistance Project (UEAP), is seeking a Manager/Expert/Officer IT/MIS who is familiar with MIS system, web enabled system and server client mechanism. He/she will involve in all IT activities of Project to ensure the efficient and timely implementation of all UEAP activities. The primary function will be to support in tracking and management of project activities in a manner that provides the right information to the right set of people at the right time to enable adaptive project management and decision support.

Scope of Work

- Support Design, develop and implement enterprise wide IT system and MIS system for the project.

- Support setting up a mailing system for the project's staff within the domain of the project.
- Setting up a shared document portal for information sharing and uploading.
- Coordinate with different IT subcontractors for all technical issues.
- Setting up and maintaining servers at the server room and administers network
- Defines network privileges and network management.
- Plans and implement network security including setting up security system for data, applying inscription to network applications, manages host security, file permissions, backup etc
- Setting up internet link for the project office, resolve issues related to connectivity and ensures the high availability of internet connection.
- Provide coaching, guidance and training to other team members / staff
- Improves staff's ICT skills by regular information of new developments.
- Evaluates and recommends purchase of IT equipment's.
- Performs any other duties as required within the same capacity.
- Prioritize and lead implementation of different IT task, share knowledge with others, ensures deadlines are met and deliverables are produce on time.

Required skills and expertise

- Strong ability to assess staff requirements, develop / recommend IT solutions, initiate and complete task or project with little or no guidance
- Experience in managing network infrastructure deployment.
- Experience in developing and implementing web-based MIS system within government/semi govt/ autonomous organizations/private company of repute.
- Knowledge with broad array of IT infrastructure components and technology, including hardware, operating systems, network, telecommunications, mailing system, database and web site designing.
- Proven ability to work in a team environment
- Ability to focus on impact and results and responds positively to feedback
- Strong analytical, reporting, organizational and presentation skills
- Excellent verbal and written communication skills in English
- Project planning implementation and management experience is essential.
- Knowledge of language like PHP MYSQL, and database like Oracle, MYSQL MS Access, SQL etc is preferred.

Qualifications

- As mentioned against each post in the advertisement.

Experience

- As mentioned against each post in the advertisement.