

Job Description: Information Technology Project Manager

Designation	IT Project Manager
Responsibilities	<ul style="list-style-type: none"> • Define project scope, goals, deliverables, timelines and dependencies • Document business requirements • Prepare holistic budgetary estimates for IT projects, including all potential costs • Identify risks that can impact successful completion of the project and prepare mitigation plans • Create RFP documents with detailed technical, service specifications and evaluation criteria • Drive vendor evaluations based on public sector procurement guidelines • Create project plans with detailed work breakdown structure • Diligent tracking of project status and take corrective actions where necessary • Identify and proactively manage changes in scope, budget and schedule • Define and prepare periodic project status updates to various levels of stakeholders • Conduct acceptance testing of IT systems • Identify, define and document project management best practices
Employment type	Full-time, fixed term contract initially for a period of three years, extendable by mutual consent
Remuneration	Depends on experience and skillset
Location	Bengaluru
Education	Graduation, preferably in B.E. / B.Tech. or equivalent. This could be relaxed in the case of candidates with prior experience in equivalent role.
Experience level	Overall experience of more than 6 years with at least 2 years in IT Project Management. This could be relaxed in the case of candidates with exceptional track record.
Essential skills	<ul style="list-style-type: none"> • Knowledge and awareness of Project Management principles, processes, strategies, methods, documents and plans • Knowledge of ITIL standards • Good understanding of various technology domains and ability to appreciate technical elements for IT implementations • Appreciation of security requirements when doing IT implementations • Should be very good in verbal and written communications • Excellent documentation skills • Ability to write detailed specifications based on business requirements • Ability to manage projects independently including defining processes and other activities as necessary • Ability to work in small teams, where processes need to be defined / finetuned • Drive to achieve results in challenging circumstances • Ability to manage stakeholders in government, academia and industry • Have a strong moral compass and uphold organisational values of

	public service, ethics and integrity
Desirable skills	<ul style="list-style-type: none">• Experience in IT procurement in public domain• Proficiency in project management software tools like Microsoft Project• Volunteer for additional responsibilities when working in a small team• Experience in information / cyber / system security and cyber risk management• PMP / PRINCE2 / ITIL certification