

BIHAR VIKAS MISSION

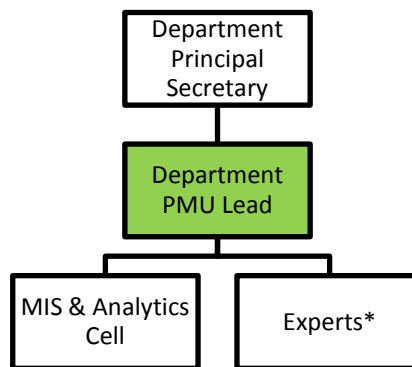
Job Description



1. General Information

Position Title:	Department PMU Lead
Reports to:	Department Principal Secretary
Department:	Bihar Vikas Mission
Job Code:	

2. Organization Chart



**Experts will be provided by BVM on a need basis*

3. Key Accountabilities

Planning

- Define goals and objectives to drive efficiency within various projects, schemes and initiatives taken up by the concerned Department
- Provide the required guidance and support to concerned Department in creating a detailed work plan which identifies and sequences the activities and defines milestones needed to successfully complete the relevant projects, schemes and initiatives, as required
- Facilitate concerned Department in identification and definition of the KPIs and measures upon which the relevant projects, schemes and initiatives will be evaluated, as required
- Lead planning activities for own team

Monitoring

- Oversee and provide guidance to own team to execute the monitoring, analysis and reporting activities and resolve any issues / escalations as required, to ensure timely and effective reporting of progress of relevant schemes and initiatives and facilitate management decision-making
- Track the progress of relevant Department projects, schemes and initiatives on a real time basis, provide periodic updates to relevant Department officials (Principal Secretary, Secretaries, Directors etc.) and identify course corrections if required
- Conduct periodic reviews (weekly, monthly, quarterly etc.) with relevant Department and BVM officials, discuss progress, highlight gaps and issues and devise corrective actions
- Liaise with Nodal Data Analytics Centre and ensure provision of required Departmental level data, analysis and reports to facilitate monitoring and analysis at an organizational level, as required
- Liaise with Sub-Mission Directors and provide the required data and reports for their monitoring and reporting requirements as necessary
- Address and troubleshoot issues and escalations and define and facilitate implementation of

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creative solutions to ensure timely and effective resolution, as required

Coordination & Advisory Support

- Liaise with relevant Department officials to discuss, understand and advise on their requirements related to technical and managerial expertise and ensure provision of relevant experts from own team in order to meet those requirements
- Liaise with various Department and BVM stakeholders (Department Principal Secretary, Secretaries, Directors, Nodal Data Analytics Centre etc.) and provide the required support and assistance to ensure effective and efficient planning and implementation of projects, initiatives and activities
- Coordinate activities of different verticals and identify opportunities to leverage cross-project strengths to take advantage of new opportunities

Relationship Management

- Build and maintain strong relationships with and support key internal and external stakeholders including existing Bihar Government officials, other Government officials, retired bureaucrats, corporates, think tanks, institutions, experts from various fields and other relevant parties
- Manage and coordinate with external stakeholders in the interest of the organization to drive positive outcomes
- Serve as the central point of contact for all relevant communication directed from external stakeholders and ensure appropriate follow-up action

Reporting

- Provide insights to concerned Department and BVM stakeholders, at request or at own initiative, regarding quantitative and qualitative developments of various schemes and initiatives, by means of periodical and ad hoc reports and / or analyses
- Guide own team to prepare timely and accurate reports to meet relevant Department and BVM requirements

Team Management

- Organize and supervise the activities and work of subordinates to ensure that all work within own area is carried out in an efficient manner which is consistent with the defined policies and procedures
- Attract, lead and motivate employees and ensure adequate staffing within own team
- Provide on-the-job training and constructive feedback to subordinates to support their overall development

Continuous Improvement

- Identify opportunities for continuous improvement of systems, processes and practices taking into account international and national best practices, in order to facilitate cost optimization and productivity improvement

Policies, Systems, Processes & Procedures

- Recommend improvements to functional procedures and direct the implementation of instructions and controls within own area so that all activities are conducted in compliance with risk, audit, and regulatory requirements while delivering a quality, cost-effective service

Related Assignments

- Perform other related duties or assignments as directed

4. Qualifications and Experience

Essential

- PG Diploma (2 years full time) or Master's degree (full time) in Business Administration / Finance / Economics / Public Policy / Social Work / Development Studies / Rural Development

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- Minimum 3 years of post-qualification experience

Preferred

- Less than 40 years[#] of age as on 1st January 2018
- Experience in project monitoring and data / MIS / business analysis
- Experience as Project Monitoring Lead / Head AND/OR project monitoring and capacity building aspects in state / central government / bilateral / multilateral organizations (e.g. World bank, DFID, UNDP, ADB) / private organization / multinational corporation
- PG Diploma (2 years full time) or Master's degree (full time) in Management / Business Administration / Finance / Economics / Public Policy / Social Work / Development Studies / Rural Development (full time) from any of the institutes as published under the National Institutional Ranking Framework issued by MHRD and / or QS World University Rankings, as updated from time to time

[#] Age limit for SC / ST (Male/Female) domicile / resident of Bihar – 45 years

Age limit for BC / EBC (Male/Female) domicile / resident of Bihar – 43 years

Age limit for General (Female) domicile / resident of Bihar – 43 years

* NIRF discipline wise rankings will be considered wherever available (like engineering, management and pharmacy in current rankings); for degrees not covered by the NIRF discipline rankings, NIRF Colleges or Universities or Overall Rankings will be considered

5. Knowledge and Other Skills

- Strong leadership, stakeholder management and interpersonal skills
- Excellent knowledge of project / program design, monitoring and implementation methods, tools and techniques
- Ability to clearly, concisely and accurately report on project / program progress and outcomes to relevant stakeholders
- Strong analytical skills

6. Competencies		Basic	Proficient	Expert
i.	Strategic/Innovative Thinking			✓
ii.	People First			✓
iii.	Consultation and Consensus Building			✓
iv.	Initiative & Drive			✓
v.	Problem Solving			✓

Basic	Proficient	Expert
<i>Aware of principles and their application</i>	<i>Sufficiently competent to work alone</i>	<i>Competent to support and advise others</i>