

Executive Tech (IT Infrastructure)

Educational Qualification:

A degree of BE or B. Tech. in IT or Computer Science or Computer Engineering or Electronics or Electronics and Communication or Computer Technology or a degree of MCA/MSc IT from a recognised university

➤ **Experience:**

- Candidates should have 05 years' post-qualification experience in procurement of IT Infrastructure Project/ Network /Cloud / Video Conference / CCTV Surveillance / IoT/ Smart City or e-Governance Projects Management including conceptualization, assessment, Procurement, Implementation and management of Projects across its life cycle.
- Candidates should have experience in the field of Audit, survey & Inspection of IT Infrastructure Projects/Datacentre Infrastructure / CCTV Surveillance / Video conference / e-governance projects involving Networking and Storage.
- Should have understanding of IT Infrastructure projects / Datacentre Infrastructure/ CCTV Surveillance/ e-governance projects involving Networking and Storage (SAN & NAS).

➤ **Age Limit: Less than 35 years**

➤ **Key Roles and Responsibilities:**

- Understand design of network, IT, NON-IT Infrastructure requirements.
- Should have drafting skills to develop Project Plan, Estimation, RFP/BID, DPR, SLA, Scope of Work and Implementation Timelines.
- Feasibility study and requirement assessment surveys
- Understanding new technologies and effective implementation according to customer's requirement.
- Coordinate with all project Stakeholders to ensure that all implementation activities are carried out in a timely manner.
- Coordinate with vendors to ensure that time and equipment dependencies are optimally managed.
- Manage Service Level Agreement of various agencies and monitoring of the project & contract.
- Co-ordinate with all the internal and external team member and ensure project progress and delivery is on time.

- Any other IT or e-Governance related activity as required by the concerned office from time to time.
- Establish and maintain supplier relationships by serving as a single point of contact for contractual matters.
- Inspection of deployment of IT infrastructure and technical specification as per RFP.
- Manage record keeping for all contract-related correspondence and documentation.
- Verify the invoices submitted as per the contract terms, and penalty calculation as per SLA and further recommend the payment to customer / departments.
- Provide contract-related issue resolution, both internally and externally.
- Vendor Management.
- Monitoring of various timelines goals and outcomes.