

## **Inviting Applications for Project Manager**

Gujarat Informatics Ltd. (GIL) is the nodal agency of Government of Gujarat catering as consulting services to various departments and also nodal agency for procurements of IT related hardware services. GIL invites Applications for the post of:

### **Project Managers**

#### **Qualifications:**

B.E / B.Tech /MSC (IT) from recognized university. MBA from reputed institutions is preferred.

**Skills:** Project Management, Management Proficiency Supervision, Process Improvement, Tracking Budget Expenses, Self-Development, Planning, Performance Management, Inventory Control, Verbal Communication, Risk Management and State of Art Reporting skills.

#### **Experience:**

- Minimum 3 years experience in Project Management in IT related Projects.
- Should be familiar with various management tools for project management.
- Should be able to organize & set up a various software applications.
- Should be able to conduct all transactions and interactions with vendor and ensure application is made as per the client expectation satisfactory.
- Should possess good organizational and communication skills.

#### **Job Description:**

- Tailor project management, development and support processes to meet the needs of individual (new and/or ongoing) projects.
- To ensure that the client's requirements are met, the project is completed on time and within budget and to make sure that everyone is doing their job properly.
- To enhance department and organization's reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments
- Manage the day-to-day activities of projects and staff; communicate with project teams as necessary to ensure project deliverables are on schedule and within cost parameters
- Make recommendations to management about schedules, prioritization and resource allocation with input from team members.
- Provide input into strategic planning and asset creation processes.
- Manage resource planning and organizational capacity planning.

**Salary:** Upto Rs.30,000/- CTC and higher salary may be considered in deserving cases.