Advertisement for Position of Digital Transformation Officer (On Contract)

Job Responsibilities:

1. IT Governance, IT Program/Portfolio Management and IT Infrastructure Management.
2. Support the Board, Director and Deans to develop a clear vision of the future state and define the change that will occur.
3. Be abreast of the way technology is being used in the education space and evaluate the applicability in the IIMC context.
4. Engage with the entire cross-section of users and stakeholders to identify problems, requirements, wish-lists, needs, wants, metrics to design, execute and monitor the digital transformation program.
5. Provide digital backbone for delivery of educational content and services- campus and remote.
6. Streamline, standardize and automate processes with the intent to eliminate waste, improve efficiency and develop insights.
7. Take an institute-wide view to identify opportunities, impacts, risks and interdependencies with other university-wide initiatives and conduct periodic reviews.
8. Prepare and manage Annual Operation Plan for the function.
9. Exercise budgetary control and schedule adherence for both strategic and operational initiatives.
10. Manage program risk and ensure business continuity /disaster recovery readiness.
11. Proactively communicate with stakeholders to keep them up to speed on planning, roadmap, execution status, launch, its impact, learnings, etc.
12. Assess the organization's culture, capacity and readiness for change and guide institutional change as required for executing the digital strategy.
13. Integrate change management activities into overall project plans and work close with key stakeholders to ensure alignment.
14. Manage a team of officers, staff, consultants and vendor personnel.
15. Select and manage vendors in compliance with institutional policies and control mechanisms.
16. Any other relevant jobs as assigned by the Competent Authority from time to time.

Academic Qualification:

1. Essential:- B.E. / B.Tech in Engineering (Computer Science/IT) from a recognized University/Institute with 55% marks and consistently good academic record.
2. Additional qualification desirable: - MCA / M.E. / M.Tech in Engineering (Computer Science/IT) from a recognized University/Institute.

Experience:

Minimum 15 (Fifteen) years relevant experience in visioning, designing, architecting, implementing and servicing information systems/ information technology platforms to achieve organizational strategy and execution excellence.

Key Skills and Requirements:

1. Proven experience in digital transformation- strategy, roadmap and full lifecycle of execution- in India or abroad.
2. Demonstrate both cultural compatibility and change agent capability to achieve short term and long term goals of the digital transformation program.
3. Experience in managing campus site and providing campus wide connectivity.
4. Experience in change management in various organizational contexts by working with sponsors, coaching key personnel, training users and managing resistance.
5. Ability to run very large complex projects or a portfolio of small projects.
6. Ability to implement best practices and continuous improvement in IT service management.
7. Excellent communication, influencing skills, judgement, analytical skills, management skills such as project management, time management, supervision, negotiation and systems thinking.
8. Sharp focus on automating repeatable tasks and reducing operational overheads.

Age:

Preferable Up to 50 years.

Emoluments:

Rs.1.50 lakh per month (negotiable) in commensurate with the experience and job profile of the candidate. Other benefits including medical reimbursement, mediclaim insurance etc. will be as per the Institute's policy. The salary will be revised annually based on performance. The salary will not be a constraint for deserving candidates.

Tenure:

This is a contractual position for an initial period of 03 (Three) years and is renewable after completion of three years based on the performance and the Institute's requirement. During the engagement, Candidate may opt out from service of the Institute or the Institute may terminate the engagement, by giving 30 (thirty) days written notice by either side.

GENERAL INFORMATION:

1. Applicants working in Govt./Semi Govt./Public Sector Undertaking will be required to submit 'No Objection Certificate' from their employer at the time of Interview. Candidates on selection are required to submit relieving letter from their employer (Govt./Public sector/Private) at the time of joining the Institute, without which they will not be allowed to join.

2. Application forms should be supported by self-attested photograph and documents in respect of qualification, experience etc., of the candidates.

3. The prescribed qualification is the minimum and mere fulfilling the minimum essential qualification will not entitle an applicant to be called for test/interview.

4. Competent authority may relax the age and experience in deserving cases.

5. Any subsequent amendments/modifications etc., if any, will be notified in the Institute's website (www.iimcal.ac.in) and may be referred by the interested candidates.

6. Application fee of Rs.200/- (Rupees Two hundred) only should be submitted in the form of demand draft in favour of "Indian Institute of Management Calcutta" payable at Kolkata. SC/ST/Female candidates will not be required to submit the application fee.

7. No interim queries will be entertained.

8. The authority reserves the right to reject/accept any/all candidature without assigning any reason.

9. Candidates shortlisted for personal interview would be paid to and fro AC I tier train fare as travelling allowance.

10. Incomplete applications and/or the applications received after the last date are liable to be rejected.

Interested candidates meeting the above requirements may apply on prescribed form addressed to: 'Senior Administrative Officer (HR)', Indian Institute Of Management Calcutta, D. H. Road, P.O. -Joka, Kolkata – 700 104 on or before 21st July, 2020.

To Download The Application Form Click Here