

Manager (IT)

Manager IT	01	BE/ B.TECH(CS/IT/E&T)/ MCA	Minimum 07 year of experience, Minimum 05 Year of relevant experience in PSU/Corporate sector.
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Job Description & Responsibilities

- Manage information technology and computer system.
- Plan, organize, control and evaluate IT and Electronic data operations.
- Design, develop implement and coordinate systems, policies and procedures.
- Ensure security of data, network access and backup systems.
- Act in alignment with user needs and system functionality to contribute to organizational policy
- Identify problematic areas and implement strategic solutions in time.
- Audit systems and assess their outcomes.
- Preserve assets, information security and control structures.
- Handle annual budget and ensure cost effectiveness.
- Maintenance and updating of organization website.
- Website design and development
- Knowledge of programming languages.
- Work on multiple operating system.

Procurement Specialist

Procurement Specialist	01	BE/B.Tech(CS/IT/ET&T), M.Tech or LLB or LLM	At least 08 years of experience in case of bachelor degree & 07 years experience in case of master degree & 05 years experience as procurement experts in PSU or corporate work.
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Job Description & Responsibility

- Devise and use fruitful sourcing strategies
- Negotiate with external vendors to secure advantageous terms
- Review, evaluate, and approve purchase requisitions within an e-procurement system ensuring:
- Selected suppliers are appropriate, terms of any resulting agreements ensure protection for RSCL and pricing takes into account the total cost of ownership for the purchase
- As needed, acts as sourcing subject matter expert for various categories including but not limited to corporate goods and Services, Inventory, Technology – Hardware
- Review buying patterns, identify opportunities for improvement in procurement process, and recommend sourcing initiative based on those patterns
- Approve the ordering of necessary goods and services
- Finalize purchase details of orders and deliveries
- Examine and test existing contract
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Collaborate with key persons to ensure clarity of the specifications and expectations of the company
- Foresee alterations in the comparative negotiating ability of suppliers and client
- Expect unfavorable events through analysis of data and prepare control strategies
- Perform risk management for supply contracts and agreements
- Control spend and build a culture of long-terms savings on procurement costs

Deputy Manager (GIS)

Deputy Manager (GIS)	01	Master in remote sensing GIS, Master in Geography	Total Minimum 08 years of experience, relevant minimum 05 years of experience as GIS work expert.
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Job Description & Responsibilities

- Duties may include, but are not limited to the following: Ensures the timely implementation of GIS-related projects.
- Assists in the development and management of GIS project plans including defining requirements, tasks, and resource assignments, ensuring that approved quality levels and deadlines are met.
- Prepares GIS projects plans and schedules to include coordinating resources, tasks and work assignments.
- Manage GIS- related teams of city staff and vendors to insure that GIS project objectives and timelines are met.
- Develops standards for GIS development and use within the city.
- Provides GIS related technical guidance and assistance to project teams.
- Serves as a liaison with GIS vendors for the proper acquisition, installation, operation and maintenance of GIS related resources.
- Maintains expertise in GIS-related software and technologies.
- Provides the cities public safety systems with the most recent and accurate GIS data available.
- Ensure that permitting, planning and asset management systems must have the latest.
- GIS data. Ensure that city staff using GIS has training and technical support as needed.
- Interface with other departments or outside agencies regarding feature GIS projects.

Senior Manager(HR)

Senior manager (HR)	01	MBA in HR	10 years & 07 relevant experience in HR management in IT industry.
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Job Description & Responsibilities

- Analyses wage and salary reports and data to determine competitive compensation plan.
- Writes directives advising department managers of company policy regarding equal employment opportunities, compensation and employee benefits.
- Oversees the analysis, maintenance and communication of records required by law or local governing bodies or other departments in the organization.
- Writes and delivers presentation to corporate officers or government officials regarding human resources policies and practices.
- Recruits, interviews, tests, and selects employees to fill vacant positions.
- Plans and conducts new employee orientation to foster positive attitude toward company goals.
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transaction such as hires, promotion transfers performance reviews and termination, and employee statistics for government reporting.
- Coordinates management training in interview , hiring termination, promotions, performance review, safety and sexual harassment.
- Responds to inquiries regarding policies, procedures and programs.
- Administers performance review program to ensure effectiveness, compliance, and equity within organization. Administers salary administration program to ensure compliance and equity within organization.
- Administers benefits programs such as life, health, and dental insurance, pension plans, vacation, sick leave, leave of absence and employee assistance.
- Investigates accident and prepares reports for insurance carrier. Coordinates safety committee meetings and acts as safety director.
- Prepares budget of human resources operations.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separation.
- Prepares reports and recommends procedures to reduce absenteeism and turnover.
- Contracts with outside suppliers to provide employee services, such as temporary employees, search firms, or relocation services.

Urban Knowledge Expert

Urban Knowledge Expert	01	B.E./ B.Tech(Civil)/B.Arch (From Reputed Institute)	Urban planner with overall 10years and relevant minimum 07 years of experience as urban planning or designing.
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Job Description & Responsibilities

- Urban design and planning : Establishing vision, strategies and best practices towards sustainable urban development, urban context analysis and master plan and urban infill design strategy development, program analysis and design brief preparation, strategies planning and stakeholder goal finding, facilitate and lead community workshops and events.
- Project management: multiple party co-ordination , gap analytic, setting realistic project delivery milestone and timely task completion, site supervision, project commissioning, staff supervision and training
- Architectural: site planning, design conception and development, physical and virtual modeling freehand sketching, massing and cross-sectional studies, material study and selection, construction and service co-ordination drawings, estimation and contract administration, client presentations.
- Managing entire team for working towards the project goal along with knowledge sharing and up gradation.
- Coordinated with environmental, infrastructure and transportation planners integrating inputs for reports/DPR.
- Prepared panning, urban design and landscape guidelines and development control regulations.
- Developed and evaluated concept master plan option including phasing strategies.
- Baseline study and presentation for various project-bidding.

Office Assistant

Office Assistant	03	All graduates with computer knowledge(Modern Office Management diploma/ CA inter(IPCC) will be preferred)	01 year of experience in government/ relevant experience.
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