

TERMS OF REFERENCE FOR THE POST OF MANAGER (IT)

Name of the Post	:	Manager (IT)
No. of Post	:	01(One)
Qualification	:	B. E/B.Tech in Computer Science/ IT from a recognized Institute / University.
Experience	:	Minimum 10 years of post- qualification experience in the field of IT Management, Consulting, ERP Implementation, Design Development & implementation of Business Application System using JAVA/NET, Relation Database Management System, IT Infrastructure deployment, Security Solution Management etc. for any Government/Semi Government/PSU Organizations or for any reputed private firm.
Age limit as on 31.12.2020	:	55 years
Nature of employment	:	Contractual Engagement for a period of 3 years. Contract will be renewed every year subject to satisfactory performance.
Monthly remuneration	:	Negotiable, depending on experience and Suitability/Merit.

Job Description

Duties and Responsibilities:

- Manage the entire IT system and associated components belonging to OMFED.
- Plan, organize, control and evaluate IT and electronic data operations.
- Manage the IT Team and ensure proper functioning of IT based systems and hardware, ensure preventive maintenance taken for all IT based equipment.
- Managing & monitoring all the IT application including ERP.
- Manage the team for proper auditing of all running systems as well as formulate the road map for future systems and solutions ensuring its best utilization.
- Explore the IT requirement and discussion with the management till its successful execution.

- Formulate the IT roadmap, related policies and guidelines for effective utilization of IT based system in all offices of OMFED.

Lead the IT related procurement activity starting from preparing budgetary estimate, component quantification, specification based on requirement and coordinate with the agency for successful installation and commissioning.

- Overseeing and determining timeframes for major activities like system updates, upgrades, migrations and outages.
- Lead the team in maintaining the MIS pertaining to IT systems across all offices of OMFED.
- Ensure proper implementation and compliances of IT standards and security guidelines so as to ensure proper management and security of data and information from threats.
- Identify problematic areas and implement strategic solutions in time.
- Coordination and management of all associated agencies involved in providing various IT related activities and timely identification and communication, if any deviation or risk factor is raised during the service tenure.
- Ensure regular audit of all systems running in the organization based on standard guidelines and policies.
- Explore futuristic and robust IT based system for effective resource utilization and generating accurate information on a real time basis.
- Manage the IT team including the field team with regular updates and subsequent reporting to the management.
- Manage regular and requirement-based training as well as capacity building initiatives for staff to ensure better system utilization and getting best results.
- Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance.
- Other roles and responsibilities include
 - Identify and recommend any requirement pertaining to IT based system and its improvisation based on need.
 - Ensure optimum utilization of the manpower working under him.
 - Appraise performance of the staff reporting to him.
 - Provide technical assistance to all Dairy Plants.
 - Any other duties assigned from time to time.

Submission of application

- i) Interested eligible candidates may apply in the prescribed Application Format, as per annexure and submit the same duly filled in and signed along with the proof of documents in a cover superscribed “**APPLICATION FOR THE POST OF MANAGER (IT)**” which should reach the Dy. General Manager (HR), OMFED,D-2, Sahidnagar, Bhubaneswar-751007, Odisha on or before **03.03.2021**. The application along with the requisite documents can also be submitted through e-mail careers@omfed.com or by post.
- ii) The candidates already employed in Government/Semi-Government/Central PSU/State PSU shall submit “No Objection Certificate” issued by their present Employer at the time of personal interview.
- iii) Internal candidates shall apply through proper channel.
- iv) Applicant should attach self-attested copy of the Mark-sheet/Certificates/Documents regarding Age, Qualification, Working Experience, ID Proof (Aadhaar Card), latest pay slip & recent colour passport size photograph with the Application Form.
- v) Incomplete applications without supporting documents and not fulfilling the prescribed criteria in any respect shall be rejected.

Selection Process:

Eligible candidates will be shortlisted and called for personal interview. Selection will be made on the basis of career rating, review of past performance and personal interview by the Selection Board.

General Conditions:

- i) Candidates are requested to visit website of OMFED- www.omfed.com for any Notification, updates, result etc. relating to recruitment.
- ii) At any stage of selection process, if it is found that the candidate has furnished false or incorrect information, then the candidature/engagement of the candidates shall be cancelled.
- iii) Upper age shall be relaxed for Internal Candidates based on the eligibility, qualification and experience.
- iv) Interested eligible candidates are requested to fill up the application form neatly without any overwriting or cutting which may lead to rejection of application.
- v) Application submitted after the due date shall liable for rejection and cannot be entertained.
- vi) Canvassing in any form will be viewed adversely and may lead to disqualification.
- vii) Finally, selected candidates shall have to produce the required documents at the time of joining as per Rules of OMFED.
- viii) The decision of Omfed Management will be final & binding on candidates in all matters relating to eligibility, acceptance or rejection of the application, selection of candidate, cancellation of the recruitment process etc. No. inquiry/correspondence will be entertained in this regard.
- ix) This engagement is purely contractual and temporary in nature. The candidates shall not have any right for regular employment in OMFED.
- x) Any dispute arising out of this connection will be subject to jurisdiction of appropriate Courts in Odisha.

