


GREATER HYDERABAD MUNICIPAL CORPORATION
RECRUITMENT

Applications are invited from certified information professionals, data analysts/scientists and IT professionals with sound experience of Government / Municipal domain for recruitment to the posts of **CHIEF INFORMATION OFFICER (01), CHIEF DATA OFFICER(01), KNOWLEDGE CUM INFORMATION OFFICER(06)**. For details of the posts, eligibility criteria (age, qualification, experience etc), terms of appointment, online application submission and other details, please visit GHMC website <https://www.ghmc.gov.in/>

A. Chief Information Officer

Job Description, Responsibilities and Duties:

- Managing IT staff and developing department goals;
- Developing and overseeing the IT budget;
- Planning, deploying and maintaining IT systems and operations;
- Managing the organization's software development needs
- Developing IT policies, procedures and best practices
- Staying updated on IT trends and emerging technologies;
- Developing and enforcing IT best practices across the organization;
- Ensuring IT strategies and processes support company-wide goals;
- Overseeing relationships with vendors, contractors and service providers; and
- Explaining to the Commissioner and other executives the benefits and risks of new IT-related projects.
- Approving vendor negotiations and IT architecture.
- Establishing IT policies, strategies, and standards
- Developing and approving technology futures and budgets
- Managing Social Media
- Managing Grievance Redressal Mechanism
- Managing information flow from Ward/Circle/Zone & Head Office levels.

Eligibility Criteria:

- **REQUIREMENTS:** Proven experience as CIO or similar managerial role, Excellent knowledge of IT systems and infrastructure, Background in designing/developing IT systems and planning IT implementation, Solid understanding of data analysis, budgeting and business operations, Superior analytical and problem-solving capabilities preferably with 05 years work experience in this subject.
- **AGE:** Maximum Age: 50 years (As on 01.07.2023).
- **EXPERIENCE:** Minimum 05 years of experience in information technology and resource management area preferably in mid/large size corporate or at Government domains with hands-on experience in leading a team.
- **COMPENSATION:** Commensurate with experience & qualification. Please indicate salary last drawn and expected salary.

B. Chief Data Officer

Job Description, Responsibilities and Duties:

- To lead the data analytics and make policy level recommendations based on data
- To overlook the organization's data governance, security, and privacy
- To spearheads data-driven decision-making for the organization
- Create cognizance of data security, governance, and privacy within the organization
- Safeguard the organization's data assets
- Work closely with and often reports to the Commissioner.
- Build a robust data ecosystem and herald in a data-driven culture
- Capable of providing Data Quality Assessment Services
- Develop strong links between data, analytics, service processes, and outcomes
- To be able to provide Custom-built Data Analytics Solutions
- Knowledge of Pre-Built Domain-specific Data Analytics Solutions
- Handling Social Media Analytics Platform
- Developing Self Service Analytics
- Establishing Analytics on Mobile

Eligibility Criteria:

- **REQUIREMENTS:** Relevant qualifications and experience in data analysis and data analytics. Preference will be given to someone with a formal degree in Data analysis/analytics related subjects.
- **AGE:** Maximum Age: 45 years (As on 01.07.2023).
- **EXPERIENCE:** Minimum 03 years of experience in data analytics in Information Technology area preferably in mid/large size corporate or at Government as a senior data analyst or senior data science professional with hands-on experience in leading a team.
- **COMPENSATION:** Commensurate with experience & qualification. Please indicate salary last drawn and expected salary.

C. KNOWLEDGE CUM INFORMATION OFFICER

Job Description, Responsibilities and Duties:

The Officer shall report to CIO/CDO and work under their superintendence.

- The Officer is responsible for formulating and implementing overall knowledge and information management policy.
- Reviews and provides a comprehensive assessment of the existing knowledge and information management procedures, documentation, electronic platforms, and physical depositories; Creates inventories of existing knowledge and information assets, identifies custodians, and maps current processes; Identifies and documents gaps and proposes immediate actions in order to optimize use of information, data and knowledge across the Secretariat.
- Works cross-functionally and collaboratively at all management levels across the Secretariat to develop a joint strategic vision and objectives for knowledge and information management.
- Chairs Knowledge and Information Management forum discussions, designed to assess information/data/knowledge needs, formulate business initiatives and collect functional requirements for a collaborative electronic record/content management platform.
- Formulates and drafts Organization-specific retention and archiving policies, procedures, guidelines, and training.
- Coordinates implementation of the knowledge and information policies and procedures, and monitors progress and compliance.
- Under the agreed retention schedule, ensures the preservation of information assets with continuing value. Coordinates systematic preservation and disposition of information.
- Develops training materials and facilitates training in knowledge and information management best practices and use of the electronic platform.
- Liaises with the Chief of Information Technology Division regarding all matters relating to underpinning IT systems and issues relating to data management and governance.
- Carry out other relevant duties as required.
- Work location will be based at Zonal Office of GHMC.

Eligibility Criteria:

- **REQUIREMENTS:** Relevant qualifications and experience in knowledge and information management frameworks, developing and implementing knowledge and information management best practices in an organization.
- **AGE:** Maximum Age: 40 years (As on 01.07.2023).
- **EXPERIENCE:** A minimum of 02 years of relevant experience in knowledge and information management preferably in mid/large size corporate or at Government.
- **COMPENSATION:** Commensurate with experience & qualification. Please indicate salary last drawn and expected salary.

Please click the below link to apply

<http://bit.ly/3XD4Rtj>