Digital India Corporation
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Web Advertisement
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Digital India Corporation has been set up by the 'Ministry of Electronics & Information Technology, Government of India', to innovate, develop and deploy ICT and other emerging technologies for the benefit of the common man. It is a 'not for profit' Company under Section 8 of the Companies Act 2013. The Company has been spearheading the Digital India programme of the Government of India, and is involved in promoting use of technology for e-Governance/e-Health / Telemedicine, e-agriculture, e-Payments etc. The Digital India programme promotes safety and security concerns of growing cashless economy and addresses challenges confronting its wider acceptance. It also promotes innovation and evolves models for empowerment of citizens through Digital initiatives and promotes participatory governance and citizen engagement across the government through various platforms including social media.

Digital India Corporation is currently inviting applications for the following positions purely on Contract/ Consolidated basis.

Sr. No.	Position title	No of Positions
1	Program Manager/ Delivery Head	1
2	Product Head	1
3	Product Manager	3
4	Senior Consultant	1
5	Consultant	1
6	IT Operations Head	1
7	Data Analyst – Dashboard and Reports	2
8	Full Stack Developer	1
9	Developer – Frontend (Web)	1
10	Developer – Backend (Web)	1
11	Developer - Mobile	1
12	Quality Assurance - Lead	1
13	Manager - Awareness & Communications	1
14	Manager – Helpdesk	1
15	Manager - Capacity Building & Onboarding	1
16	Assistant Manager - Capacity Building & Onboarding	1
17	Security Engineer	1
18	Testing Engineer	1
19	Executive - Business Development	10
20	Executive - Translation	1
21	Executives - Digital Marketing	2

** The place of posting shall be in New Delhi but transferable to project locations of Digital India Corporation as per existing policy of Digital India Corporation.

Screening of applications will be based on qualifications, age, academic record and relevant experience. Digital India Corporation reserves the right to fix higher threshold of qualifications and experience for screening and limiting the number of candidates for interview. Only shortlisted candidates shall be invited for selection interviews. Digital India Corporation reserves the right to not to select any of the candidates without assigning any reason thereof.

The details can be downloaded from the official website of DIC, NeGD, MyGov, & MeitY viz. **www.dic.gov.in**, **www.negd.gov.in**, **www.mygov.in**, & **www.meity.gov.in**

Eligible candidates may apply ONLINE: **https://ora.digitalindiacorporation.in/**

1. Job Description: Program Manager/ Delivery Head

Position title: Program Manager/ Delivery Head

Roles & responsibilities

A Program Manager/Delivery Head is responsible for overseeing and managing large-scale projects and programs within an organization. The role involves ensuring that projects are delivered on time, within budget, and to the required quality standards. The Program Manager/Delivery Head must have excellent leadership skills, as well as the ability to coordinate and manage a team of project managers and other stakeholders.

Key Responsibilities:

1. Program Management: The Program Manager/Delivery Head is responsible for overseeing the planning, implementation, and tracking of programs and projects. They must ensure that all aspects of the project are properly planned, executed, and controlled to achieve the desired results.

2. Budget Management: The Program Manager/Delivery Head must develop and manage budgets for the projects they oversee. They must ensure that all resources, including personnel, equipment, and materials, are allocated effectively and efficiently to achieve project goals within budget constraints.

3. Stakeholder Management: The Program Manager/Delivery Head must communicate with all stakeholders, including clients, team members, and senior management, to ensure that project goals and requirements are clearly understood and that expectations are met.

4. Team Management: The Program Manager/Delivery Head must provide leadership and guidance to project managers and team members. They must ensure that all team members are working collaboratively, and that they have the necessary resources and support to carry out their roles effectively.

5. Risk Management: The Program Manager/Delivery Head must identify, assess, and manage risks associated with the projects they oversee. They must develop risk mitigation strategies to minimize the impact of any potential risks on project outcomes.

6. Quality Assurance: The Program Manager/Delivery Head must ensure that projects are delivered to the required quality standards. They must establish and monitor quality control processes to ensure that all deliverables meet the required specifications.

7. Reporting: The Program Manager/Delivery Head must provide regular reports on project progress, budget status, and other key metrics to senior management and other stakeholders. They must also provide timely updates on any issues or risks that arise during the project lifecycle.

Qualification, Experience and desired Skill

1. Education: A bachelor's or master's degree in a relevant field such as business administration, computer science, engineering, or project management.

2. Experience: At least 15+ years of experience in program management, project management, or delivery management in a related IT and social development sector.

3. Communication skills: Strong verbal and written communication skills, as the Program Manager/Delivery Head will need to effectively communicate with stakeholders, team members, and clients.

4. Leadership skills: Excellent leadership and people management skills, as the Program Manager/Delivery Head will be responsible for leading and motivating a team of professionals.

5. Analytical and problem-solving skills: The ability to analyze complex problems, identify solutions, and make decisions quickly and effectively is critical for this role.

6. Technical knowledge: Familiarity with project management software, methodologies, and tools, as well as experience working with technical teams and understanding of technology trends.

7. Strategic thinking: The ability to think strategically and develop long-term plans and strategies to achieve business goals.

8. Customer focus: A strong customer focus and the ability to understand customer needs and requirements.

9. Financial management: Experience managing budgets, forecasting, and financial planning.

10. Adaptability and flexibility: The ability to adapt to changing circumstances, work under pressure, and manage multiple tasks and projects simultaneously.

2. Job Description: Product Head

Position title: Product Head

Roles & responsibilities

The Product Head is responsible for overseeing the development and management of the DIC's software products. The Product Head must have a deep understanding of the software industry, technology trends, and user needs to lead the creation of innovative and successful software products. The role requires a blend of strategic thinking, technical expertise, and business acumen.

Key Responsibilities:

1. Product Strategy: The Product Head must develop and implement a product strategy that aligns with the company's overall business strategy. They must identify market opportunities, conduct competitive analysis, and define the product vision and roadmap.

2. Product Development: The Product Head must oversee the development of software products from ideation to launch. They must work closely with the development team, UX/UI designers, and other stakeholders to ensure that products are delivered on time, within budget, and to the required quality standards.

3. Market Analysis: The Product Head must conduct market analysis to understand customer needs, identify trends, and anticipate changes in the market. They must use this information to guide product development and ensure that the company's products remain competitive and relevant.

4. Product Launch: The Product Head must oversee the launch of new software products, including developing marketing plans, conducting product demos, and providing training and support to customers and sales teams.

5. Product Management: The Product Head must manage the entire lifecycle of the company's software products, from development to retirement. They must work closely with sales, marketing, and customer support teams to ensure that products meet customer needs and are successfully adopted in the market.

6. Team Management: The Product Head must manage and lead a team of product managers, UX/UI designers, and other stakeholders. They must ensure that team members are motivated, engaged, and working collaboratively to achieve product goals.

7. Metrics and Analytics: The Product Head must establish and monitor key performance indicators (KPIs) to track the success of the company's software products. They must use data analytics to identify areas for improvement and optimize product performance.

Qualification, Experience and desired Skill

1. Education: A bachelor's or master's degree in a relevant field such as business administration, computer science, engineering, or project management.

2. Experience: At least 10+ years of experience in program management, project management, or delivery management in a related IT and social development sector.

3. Product Management: The Product Head must have a strong understanding of product management principles, including product development, market analysis, and product lifecycle management.

4. Technical Expertise: The Product Head must have a deep understanding of software development and technology trends. They must be able to work closely with the development team to ensure that products are technically sound and meet customer needs.

5. Business Acumen: The Product Head must have a good understanding of business operations, including marketing, sales, and customer support. They must be able to develop and execute product strategies that align with the company's overall business goals.

6. Leadership: The Product Head must have strong leadership skills and the ability to motivate and manage a team of product managers and other stakeholders.

7. Communication: The Product Head must have excellent communication skills, both verbal and written. They must be able to communicate effectively with team members, customers, and senior management.

8. Analytical Skills: The Product Head must have strong analytical skills and the ability to use data to inform product decisions.

9. Strategic Thinking: The Product Head must be able to think strategically and develop long-term plans and strategies to achieve product goals and drive business growth.

3. Job Description: Product Manager

Position title: Product Manager

Roles & responsibilities

The Product Manager is responsible for leading the development of new software products in DIC. He will work closely with cross-functional teams, including developers, designers, and stakeholders, to ensure that products are delivered on time, within budget, and to the required quality standards.

Key Responsibilities:

1. Product Strategy: The Product Manager must develop and implement a product strategy that aligns with the company's overall business strategy. They must identify market opportunities, conduct competitive analysis, and define the product vision and roadmap.

2. Product Development: The Product Manager must oversee the development of software products from ideation to launch. They must work closely with the development team, UX/UI designers, and other stakeholders to ensure that products are delivered on time, within budget, and to the required quality standards.

3. Market Analysis: The Product Manager must conduct market analysis to understand the needs, identify trends, and anticipate changes in the market. They must use this information to guide product development and ensure that the company's products remain competitive and relevant.

4. Product Launch: The Product Manager must oversee the launch of new software products, including developing marketing plans, conducting product demos, and providing training and support to customers and sales teams.

5. Product Management: The Product Manager must manage the entire lifecycle of the software product, from development to retirement. They must work closely with sales, marketing, and customer support teams to ensure that the product meets customer needs and is successfully adopted in the market.

6. Team Management: The Product Manager must manage and lead a team of developers, designers, and other stakeholders. They must ensure that team members are motivated, engaged, and working collaboratively to achieve product goals.

7. Metrics and Analytics: The Product Manager must establish and monitor key performance indicators (KPIs) to track the success of the software product. They must use data analytics to identify areas for improvement and optimize product performance.

Qualification, Experience and desired Skill

1. Education: Bachelor's degree in computer science, Engineering, or Graduate with MBA or a related field wrt youth/social development.

2. Experience: 7+ years of product management experience in software or technology industry. Demonstrated success in developing and launching successful software products.

3. Product Management: The Product Manager must have a strong understanding of product management principles, including product development, market analysis, and product lifecycle management.

4. Technical Expertise: The Product Manager must have a deep understanding of software development and technology trends. They must be able to work closely with the development team to ensure that the product is technically sound and meets customer needs.

5. Business Acumen: The Product Manager must have a good understanding of business operations, including marketing, sales, and customer support. They must be able to develop and execute product strategies that align with the company's overall business goals.

6. Leadership: The Product Manager must have strong leadership skills and the ability to motivate and manage a team of developers, designers, and other stakeholders.

7. Communication: The Product Manager must have excellent communication skills, both verbal and written. They must be able to communicate effectively with team members, customers, and senior management.

8. Analytical Skills: The Product Manager must have strong analytical skills and the ability to use data to inform product decisions.

9. Project Management: The Product Manager must have excellent project management skills, including the ability to manage timelines, budgets, and resources effectively.

4. Job Description: Senior Consultant

Position title: Senior Consultant

Roles & responsibilities

The Senior Consultant plays a critical role in ensuring that clients successfully implement and use the software product. The Senior Consultant is expected to have significant experience and expertise in software implementation, project management, and client relationship management. The job description of a Senior Consultant for a software product typically includes the following responsibilities:

1. Leading software implementation projects from requirements gathering through to delivery, ensuring that projects are completed on time, within budget, and to the client's satisfaction.

2. Providing expert advice and guidance to clients on the implementation, customization, and integration of the software product.

3. Acting as a subject matter expert on the software product, including its features, functionality, and industry best practices for implementation.

4. Working closely with clients to understand their business needs and goals and recommending solutions to meet those needs using the software product.

5. Managing and mentoring junior consultants, providing guidance and support on project delivery and career development.

6. Developing and delivering training to clients on the software product and its features and functionality.

7. Collaborating with software developers to ensure that customizations and integrations are properly scoped and implemented.

8. Participating in sales activities, including product demonstrations, proposals, and presentations to potential clients.

9. Maintaining knowledge of the latest trends and technologies in software products and their implementation and customization.

10. Providing thought leadership on best practices for software implementation and customization.

11. Building and maintaining strong relationships with clients and stakeholders, including conducting regular status meetings and providing progress updates.

12. Leading project management activities, including planning, risk management, and change management.

13. Collaborating with other senior consultants and team members to ensure the successful delivery of software implementation projects.

Qualification, Experience and desired Skill

Qualifications:

1. A Bachelor's or master's degree in computer science, Information Technology, Business Administration, or a related field wrt youth/social development.

Relevant certifications, such as PMP (Project Management Professional), ITIL (IT Infrastructure Library), or Agile methodologies, are desirable.

Experience:

1. At least 7+ years of experience in software consulting or related fields, with a focus on software implementation, customization, and integration, preferably on social sector projects.

2. Strong expertise in the software product and its related technologies, including features, functionality, and industry best practices for implementation.

3. Proven track record of successfully leading software implementation projects, delivering on-time, within budget, and to the client's satisfaction.

4. Experience in managing and mentoring team members, providing guidance and support on project delivery and career development.

5. Demonstrated expertise in project management, including planning, risk management, and change management.

6. Excellent communication and collaboration skills, with the ability to work effectively with clients, developers, and other stakeholders.

7. Knowledge of the latest trends and technologies in software products and their implementation and customization.

8. Strong problem-solving and analytical skills, with the ability to identify and address issues and recommend solutions.

9. Experience in delivering training and user support to clients on the software product.

5. Job Description: Consultant

Position title: Consultant

Roles & responsibilities

The job description of a consultant for our software product typically includes the following responsibilities:

1. Providing expert advice and guidance to clients on the implementation, customization, and integration of the software product.

2. Working with clients to understand their business needs and goals and recommending solutions to meet those needs using the software product.

3. Leading software implementation projects from requirements gathering through to delivery and providing ongoing support.

4. Working closely with software developers to ensure that customizations and integrations are properly scoped and implemented.

5. Developing and delivering training to clients on the software product and its features and functionality.

6. Participating in sales activities, including product demonstrations, proposals, and presentations to potential clients.

7. Maintaining knowledge of the latest trends and technologies in software products and their implementation and customization.

8. Providing thought leadership on best practices for software implementation and customization.

9. Collaborating with other consultants and team members to ensure the successful delivery of software implementation projects.

10. Building and maintaining strong relationships with clients and stakeholders, including conducting regular status meetings and providing progress updates.

11. Ensuring that software implementations are delivered on time, within budget, and to the client's satisfaction.

Qualification, Experience and desired Skill

Qualifications:

1. A Bachelor's or master's degree in computer science, Information Systems, Business Administration, or a related field wrt youth/social development.

   Desirable: Certifications in relevant domains, such as project management, Agile, or ITIL.

Experience:

1. A minimum of 3-7 years of experience in consulting, or IT project management.

2. Strong knowledge of software products and technologies, including software development methodologies, databases, cloud computing, and APIs.

3. Experience in implementing and customizing software products for clients, including configuring software, integrating with other systems, and designing workflows.

4. Familiarity with project management methodologies and experience in managing software implementation projects.

5. Excellent communication and collaboration skills, with the ability to work effectively with clients, developers, and other stakeholders.

6. Strong problem-solving and analytical skills, with the ability to identify and address issues and recommend solutions.

7. Candidates with familiarity with software development tools and languages, such as Java, Python, or JavaScript, and experience in troubleshooting software issues, will be preferred.

8. Experience in delivering training and user support to clients on the software product.

6. Job Description: IT Operations Head

Position title: IT Operations Head

Roles & responsibilities

The IT Operations Head will be responsible for managing the day-to-day operations of a software platform. Responsible to lead a team of IT professionals to ensure that the platform is running efficiently and effectively. The IT Operations Head will work closely with the development team to ensure that the platform is meeting the requirements and is performing to its full potential. Responsible for managing the cloud infrastructure, including servers, databases, and network devices.

Responsibilities:

- Manage and lead a team of IT professionals responsible for the day-to-day operations of the software product platform

- Ensure that the platform is running efficiently and effectively, meeting customer requirements and performing to its full potential

- Manage the platform's infrastructure, including servers, databases, and network devices

- Work closely with the development team to ensure that the platform is meeting customer requirements and that any issues are resolved quickly

- Develop and implement processes and procedures to improve the platform's performance and reliability

- Monitor the platform's performance and identify areas for improvement

- Ensure that all IT operations comply with relevant regulations and standards

- Manage relationships with third-party service providers and vendors

- Manage the IT budget and ensure that all IT operations are cost-effective

- Develop and implement disaster recovery plans and ensure that they are regularly tested

- Ensure that all IT operations are documented and that knowledge is shared across the team

- Keep up to date with the latest IT trends and technologies and make recommendations for their adoption where appropriate.

Qualification, Experience and desired Skill

Qualification:

Bachelor's degree in Computer Science or a related field

Experience:

1. At least 10 years of experience in IT operations, with at least 5 years in a management role

2. Leadership: Strong leadership skills and the ability to manage operation team effectively

3. Excellent problem-solving skills and the ability to work under pressure

4. Strong knowledge of software product platforms and their infrastructure

5. Experience with managing servers, databases, and network devices

6. Strong communication skills, both written and verbal

7. Ability to work independently and as part of a team

8. Experience with project management and the ability to manage multiple projects simultaneously

9. Knowledge of relevant regulations and standards

10. Experience with disaster recovery planning and testing

11. Excellent organizational skills and attention to detail

12. Strong analytical skills and the ability to identify areas for improvement

13. Ability to keep up to date with the latest IT trends and technologies.

7. **Job Description: Data Analyst**

Position title: Data Analyst

Roles & responsibilities

Data Analyst will have a strong background in data analysis and visualization, with experience in creating dashboards and reports. The Data Analyst will work closely with our product management and engineering teams to identify data requirements and design data models to support our product features.

Key Responsibilities:

- Analyze and visualize data to identify trends, patterns, and insights that inform product decisions.

- Design, develop, and maintain data models and dashboards to support product features and customer requirements.

- Work with product management and engineering teams to identify data requirements and design data pipelines to support data collection and analysis.

- Develop and maintain reports that provide insights into product performance, customer behaviour, and other key metrics.

- Collaborate with cross-functional teams including engineering, design, marketing, and sales to ensure that data analysis is integrated into product development and launch.

- Monitor data quality and accuracy and develop plans to address issues as needed.

- Stay up-to-date with industry trends and best practices in data analysis and visualization.

Qualification, Experience and desired Skill

Qualification

1. Graduate with experience in CS, IT, or in any other relevant fields

   Preferable

   M.Tech or equivalent degree in IT/CS or Master's in Mathematics, Economics, Data Science, Information Management or Statistics.

Experience

1. 3+ years of experience in data analysis, preferably in software or technology industry.

2. Experience with data visualization tools such as Tableau, PowerBI, or D3.js.

3. Proficient in SQL and data modeling techniques.

4. Strong analytical and problem-solving skills.

5. Ability to work effectively with cross-functional teams in a fast-paced, dynamic environment.

6. Excellent communication and presentation skills.

7. Detail-oriented with a focus on data quality and accuracy.

8. Job Description: Full Stack Developer

Position title: Full Stack Developer

Roles & responsibilities

Full Stack Developer with expertise in PHP is required to build product or platform in DIC .. The ideal candidate will have a strong background in web development and be proficient in both front-end and back-end development. The Full Stack Developer will work closely with our product management and design teams to create innovative web applications that meet our customers' needs.

Key Responsibilities:

- Develop and maintain web applications using PHP, HTML, CSS, and JavaScript.

- Build front-end user interfaces using modern JavaScript frameworks such as React, Angular, or Vue.js.

- Design and implement RESTful APIs to support client-server communication.

- Develop and maintain databases using MySQL, PostgreSQL, or MongoDB.

- Implement and maintain security features such as authentication and authorization.

- Collaborate with product management and design teams to understand customer requirements and develop product features.

- Work with cross-functional teams including engineering, design, marketing, and sales to ensure successful product development and launch.

- Stay up-to-date with industry trends and best practices in web development and PHP.

Qualification, Experience and desired Skill

1. Bachelor's degree in Computer Science, Engineering, or related field.

2. 3+ years of experience in web development, with a focus on PHP.

3. Proficient in PHP, HTML, CSS, and JavaScript.

4. Experience with modern front-end JavaScript frameworks such as React, Angular, or Vue.js.

5. Proficient in database design and development using MySQL, PostgreSQL, or MongoDB.

6. Experience with RESTful API design and implementation.

7. Strong understanding of web security best practices, including authentication and authorization.

8. Ability to work effectively with cross-functional teams in a fast-paced, dynamic environment.

9. Excellent communication and collaboration skills.

10. Working Experience of relational and NoSQL databases, version control, release management and developing web services using REST architecture

11. Experience with MySQL, MongoDB.

12. Hands on experience on AWS components
13. Knowledge of python may be a definite plus.

9. Job Description: Developer – Front End Web

Position title: Developer – Front End Web

Roles & responsibilities

1. Develop and maintain PHP-based web applications, with a strong focus on frontend development using HTML, CSS, and JavaScript.

2. Collaborate with cross-functional teams, including UX/UI designers, backend developers, and project managers, to deliver high-quality web applications.

3. Implement responsive design principles to ensure the application is mobile-friendly and accessible across different devices.

4. Optimize application performance by analyzing and improving code efficiency and page load times.

5. Troubleshoot and debug issues in the application, and work with the team to identify and implement solutions.

6. Keep up to date with the latest trends and technologies in frontend development.

Qualification, Experience and desired Skill

Qualification

- Graduate with development experience in a CS, IT, or in any other relevant field

Experience

- 3+ years of experience in building frontend components of enterprise-level systems integrating multiple data sources and databases into one system.

- At least 3 years of experience in PHP development with a strong focus on frontend development.

- Experience with HTML, CSS, JavaScript, and jQuery.

- Proficient in using frontend frameworks such as AngularJS, ReactJS, or VueJS.

- Experience with backend technologies such as PHP, Laravel, or Symfony.

- Knowledge of version control systems, such as Git.

- Familiarity with Agile development methodologies.

- Experience with UI/UX design and development.

- Familiarity with CSS pre-processors such as Sass or LESS.

- Knowledge of web accessibility standards.

- Experience with AWS or other cloud platforms.

- Experience with testing frameworks such as PHPUnit or Codeceptio

10. Job Description: Developer – Web Back end (PHP)

Position title: Developer – Web Back end (PHP)

Roles & responsibilities

1. Develop and maintain PHP-based web applications, with a strong focus on back-end development using PHP, MySQL, and other related technologies.

2. Collaborate with cross-functional teams, including frontend developers, UX/UI designers, and project managers, to deliver high-quality web applications.

3. Develop and maintain APIs for mobile and web applications.

4. Implement security and data protection measures to ensure the application's security and user privacy.

5. Optimize application performance by analyzing and improving code efficiency and database queries.

6. Troubleshoot and debug issues in the application, and work with the team to identify and implement solutions.

7. Keep up to date with the latest trends and technologies in back-end development.

Qualification, Experience and desired Skill

Qualification

- Graduate with development experience in a CS, IT, or in any other relevant field

Experience

1. 3+ years of experience in PHP development with a strong focus on back-end development.

2. Experience with PHP, MySQL, and related technologies.

3. Proficient in using frameworks such as Laravel or Symfony.

4. Experience with web server technologies such as Apache or Nginx.

5. Knowledge of version control systems, such as Git.

6. Familiarity with Agile development methodologies.

7. Excellent problem-solving skills and attention to detail.

8. Good communication and collaboration skills.

9. Experience with AWS or other cloud platforms.

10. Familiarity with front-end technologies such as HTML, CSS, and JavaScript.

11. Knowledge of web accessibility standards.

12. Experience with testing frameworks such as PHPUnit or Codeception.

13. Familiarity with NoSQL databases such as MongoDB.

11. Job Description: Developer – Android Mobile

Position title: Developer – Android Mobile

Roles & responsibilities

Android Developer will be responsible to design, develop innovative mobile applications. The ideal candidate should have experience in all stages of the software development lifecycle, from planning and design to testing and deployment. As an Android Developer, you will be responsible for developing mobile applications for the Android platform, ensuring they are performant, secure, and easy to use.

Key Responsibilities:

1. Develop and maintain mobile applications for Android platform using Java or Kotlin

2. Collaborate with cross-functional teams to identify and implement new features and improvements

3. Write efficient, reliable, and maintainable code

4. Troubleshoot and debug issues in the application

5. Stay up-to-date with the latest trends, technologies, and frameworks in mobile application development

6. Optimize the application for performance, security, and usability

7. Work with the design team to create user interfaces that are both visually appealing and easy to use

8. Test the application on different devices and platforms

Qualification, Experience and desired Skill

1. Bachelor's degree in Computer Science, Software Engineering, or related field

2. 2+ years of experience in developing Android applications using Java or Kotlin

3. Familiarity with front-end frameworks such as React Native, Ionic, or Flutter is a desirable

4. Proficient in database design and SQL

5. Experience with version control systems such as Git

6. Excellent problem-solving skills and attention to detail

7. Strong communication and collaboration skills

12.Job Description: Quality Assurance – Manager

Position title: Quality Assurance - Manager

Roles & responsibilities

A Quality Assurance Manager for software product is responsible for ensuring that the software product meets quality standards and specifications before it is released to customers. The primary duties and responsibilities may include:

1. Defining quality standards and metrics for the software product, and ensuring that these standards are met throughout the development process.

2. Planning and executing testing activities to identify and report defects in the software product.

3. Collaborating with development teams to identify and resolve defects, and to ensure that the software product is designed to meet quality standards.

4. Developing and implementing quality assurance procedures, including test plans, test cases, and testing scripts.

5. Ensuring that quality testing is integrated into the software development process, and that developers are trained in quality testing methodologies.

6. Leading the development of automated testing tools and frameworks to improve testing efficiency and effectiveness.

7. Collaborating with product management and development teams to identify and prioritize new features and enhancements based on customer feedback and market trends.

8. Ensuring that all documentation related to the software product, including user manuals and technical specifications, are accurate and up-to-date.

9. Monitoring and reporting on quality metrics, and identifying trends and areas for improvement.

10. Leading root cause analysis efforts to identify the underlying causes of defects and quality issues, and working with development teams to implement corrective actions.

Qualification, Experience and desired Skill

1. Bachelor's or Master's degree in Bachelor's or Master's degree in Computer Science, Software Engineering or related field, with a focus on quality management.

2. 5+ years of experience in software quality assurance or related field

3. Strong understanding of software development methodologies, tools, and technologies

4. Experience with test automation frameworks and tools

5. Excellent analytical and problem-solving skills

6. Strong communication and interpersonal skills

7. Experience managing teams of software quality assurance professionals

8. Knowledge of industry standards and best practices for software quality assurance

13. Job Description: Manager - Awareness & Communications

Position title: Manager - Awareness & Communications

Roles & responsibilities

Manager Awareness & Communications is responsible for developing and executing communication strategies to promote awareness of a software product and engage employees and external stakeholders in support of the product. The role requires strong writing and project management skills, as well as excellent communication, leadership, and team management abilities. The primary duties and responsibilities may include:

1. Develop and manage campaigns to engage employees and external stakeholders in support of the software product.

2. Develop and manage internal communication plans to keep employees informed about product updates, new releases, and other developments.

3. Develop and manage external communication plans to promote the software product to customers, partners, and other stakeholders.

4. Develop and manage content for communication channels, including social media, email marketing, and digital signage.

5. Manage a team of communications professionals, providing coaching, mentoring, and development opportunities.

6. Collaborate with other departments within the organization, such as product development and sales, to identify and promote new features and enhancements.

7. Monitor and report on communication metrics, identifying trends and areas for improvement.

8. Develop and manage budgets for awareness and communication initiatives.

9. Represent the organization in public and media relations activities, as needed.

Qualification, Experience and desired Skill

1. Bachelor's or Master's degree in Communications, Public Relations, Marketing, or related field

2. 5+ years of experience in communications or public relations, with experience in awareness campaigns, employee engagement, or similar initiatives

3. Strong writing and editing skills

4. Experience with project management and budget management

5. Excellent communication and interpersonal skills

6. Strong leadership and team management skills

7. Ability to develop and execute strategic communication plans

8. Knowledge of social media and digital marketing

14. Job Description: Manager – Helpdesk

Position title: Manager – Helpdesk

Roles & responsibilities

A Manager of Helpdesk is responsible for overseeing a team of helpdesk/support professionals who provide technical assistance and customer support to end-users of a software product. Their primary duties and responsibilities may include:

1. Managing the day-to-day operations of the helpdesk team, including scheduling, workload allocation, and task prioritization.

2. Setting goals and objectives for the helpdesk team, and monitoring performance against these goals.

3. Hiring and training new helpdesk staff members, and providing ongoing coaching and development to existing team members.

4. Ensuring that the helpdesk team is providing excellent customer service and technical support to end-users, and resolving customer issues in a timely and effective manner.

5. Collaborating with other departments within the organization, such as product development and quality assurance, to identify and resolve software bugs and other technical issues.

6. Developing and implementing processes and procedures for managing customer inquiries and support tickets, and ensuring that these processes are followed by the helpdesk team.

7. Analyzing data on customer inquiries and support requests to identify trends and areas for improvement in the software product.

8. Providing regular reports to senior management on helpdesk performance, customer satisfaction, and software issues.

9. Ensuring that the helpdesk team has access to the resources and tools needed to effectively support the software product, such as knowledge bases, training materials, and technical documentation.

10. Staying up-to-date with developments in the software industry, and identifying opportunities to improve the helpdesk team's processes and procedures to better serve customers.

Qualification, Experience and desired Skill

1. Bachelor's degree in Computer Science, Information Technology, or related field

2. 5+ years of experience in helpdesk management or customer support management

3. Excellent communication and interpersonal skills

4. Strong problem-solving and critical thinking skills

5. Knowledge of software products and software development methodologies

6. Experience with helpdesk or customer support tools and software

7. Strong leadership and team management skills

8. Ability to manage multiple projects and tasks simultaneously

9. Ability to analyze data and metrics to identify trends and areas for improvement

15. Job Description: Manager - Capacity Building & Onboarding

Position title: Manager - Capacity Building & Onboarding

Roles & responsibilities

Manager Capacity Building is responsible for developing and executing capacity building strategies to enhance the skills and knowledge of internal and external stakeholders in the use and application of our software product. The role requires a strong understanding of software development methodologies and practices, as well as excellent leadership, communication, and team management skills. Their primary duties and responsibilities may include:

1. Develop and execute capacity building strategies to enhance the skills and knowledge of internal and external stakeholders in the use and application of the software product.

2. Develop and deliver training programs, workshops, and seminars on software development methodologies, software testing, software architecture, and other relevant topics.

3. Work with product development teams to identify areas for improvement and develop training plans to address those areas.

4. Collaborate with sales and marketing teams to develop training and capacity building plans for customers and partners.

5. Manage a team of trainers and training coordinators, providing coaching, mentoring, and development opportunities.

6. Develop and manage budgets for capacity building initiatives.

7. Collaborate with internal and external stakeholders to develop and implement evaluation and feedback mechanisms to continuously improve capacity building programs.

8. Monitor and report on the impact of capacity building programs, identifying trends and areas for improvement.

Qualification, Experience and desired Skill

Qualification:

- Bachelor's or Master's degree in any discipline preferably in Computer Science, Software Engineering, or other related fields in Human Resources, Organizational Development, etc.

Experience

- 5+ years of experience in software development, software training, or capacity building

- Strong understanding of software development methodologies and practices

- Strong leadership and team management skills

- Excellent communication and interpersonal skills

- Ability to develop and execute strategic plans for capacity building

- Experience with project management and budget management

- Ability to collaborate with internal and external stakeholders

- Strong problem-solving and analytical skills

- Strong problem-solving and analytical skills

16. Job Description: Assistant Manager - Capacity Building & Onboarding

Position title: Assistant Manager - Capacity Building & Onboarding

Roles & responsibilities

Assistant Manager Capacity Building is responsible for assisting Manager to develop and executing capacity building strategies to enhance the skills and knowledge of internal and external stakeholders in the use and application of our software product. The role requires a strong understanding of software development methodologies and practices, as well as excellent leadership, communication, and team management skills. Their primary duties and responsibilities may include:

1. Develop and execute capacity building strategies to enhance the skills and knowledge of internal and external stakeholders in the use and application of the software product.

2. Develop and deliver training programs, workshops, and seminars on software development methodologies, software testing, software architecture, and other relevant topics.

3. Work with product development teams to identify areas for improvement and develop training plans to address those areas.

4. Collaborate with sales and marketing teams to develop training and capacity building plans for customers and partners.

5. Manage a team of trainers and training coordinators, providing coaching, mentoring, and development opportunities.

6. Develop and manage budgets for capacity building initiatives.

7. Collaborate with internal and external stakeholders to develop and implement evaluation and feedback mechanisms to continuously improve capacity building programs.

8. Monitor and report on the impact of capacity building programs, identifying trends and areas for improvement.

Qualification, Experience and desired Skill

Qualification:

- Bachelor's or Master's degree in any discipline preferably in Computer Science, Software Engineering, or other related fields in Human Resources, Organizational Development, etc.

Experience:

- 3+ years of experience in software development, software training, or capacity building

- Strong understanding of software development methodologies and practices

- Strong leadership and team management skills

- Excellent communication and interpersonal skills

- Ability to develop and execute strategic plans for capacity building

- Experience with project management and budget management

- Ability to collaborate with internal and external stakeholders

- Strong problem-solving and analytical skills

- Strong problem-solving and analytical skills

17. Job Description: Security Engineer

Position title: Security Engineer

Roles & responsibilities

The role of a Security Engineer for a software product typically involves ensuring the confidentiality, integrity, and availability of data and systems, and mitigating the risks associated with cyber threats and attacks. The key responsibilities may include:

1. Developing and implementing security policies and procedures for the software product, including security standards, guidelines, and best practices.

2. Conducting risk assessments and vulnerability testing on the software product and recommending mitigation strategies to address identified security risks.

3. Managing the implementation of security controls, such as access controls, encryption, and firewalls, to protect the software product and its data.

4. Monitoring and analyzing security logs and events to identify potential security breaches and taking appropriate actions to contain and mitigate them.

5. Ensuring compliance with relevant laws and regulations, such as data privacy and security regulations, and industry standards, such as ISO 27001.

6. Collaborating with cross-functional teams, including product development, IT, and legal, to ensure that security requirements are integrated into the software product development lifecycle.

7. Conducting security awareness training and education for employees and stakeholders to promote a culture of security.

8. Responding to security incidents and managing the incident response process, including communication with stakeholders and reporting to management and regulatory bodies.

9. Keeping up-to-date with the latest security trends, threats, and technologies and recommending changes to security policies and procedures as needed.

Qualification, Experience and desired Skill

Qualifications:

1. A Bachelor's or Master's degree in Computer Science, Cybersecurity, or a related field.

2. Certifications in relevant security domains, such as CISSP, CEH, or CISM.

Experience:

1. A minimum of 3-5 years of experience in cybersecurity or software engineering.

2. Experience in designing, implementing, and managing security controls, such as access controls, encryption, and firewalls.

3. Knowledge of security standards and frameworks, such as ISO 27001, NIST, or CIS.

4. Experience in conducting security assessments, including vulnerability testing and penetration testing, and recommending mitigation strategies.

5. Familiarity with DevOps methodologies and practices, and experience in integrating security into the software development lifecycle.

6. Strong programming skills in one or more languages, such as Python, Java, or C++, and experience in developing secure code.

7. Excellent analytical and problem-solving skills, with the ability to identify and analyze security issues and recommend solutions.

8. Strong communication and collaboration skills, with the ability to work effectively with cross-functional teams, including developers, operations, and management.

18.Job Description: QA / Testing Engineer

Position title: QA / Testing Engineer

Roles & responsibilities

The job description of a QA (Quality Assurance) Engineer for a software product typically includes the following responsibilities:

1. Designing and executing test plans and test cases for the software product.

2. Conducting manual and automated testing to identify defects and ensure the quality and functionality of the software.

3. Reporting and documenting defects found during testing and working with development teams to address them.

4. Developing and executing automated test scripts using tools such as Selenium, Appium, or other testing frameworks.

5. Collaborating with development teams to ensure that test cases are aligned with the product requirements and user stories.

6. Participating in code reviews and providing feedback on the testability and quality of the software.

7. Participating in Agile ceremonies such as sprint planning, daily standups, and retrospectives.

8. Continuously improving the testing process and methodology to ensure the highest quality software.

9. Creating and maintaining testing environments, including setting up test data and configuring test environments.

10. Conducting performance testing and load testing to ensure the software product can handle expected levels of traffic and usage.

11. Collaborating with customer support and product management teams to reproduce and diagnose issues reported by customers.

12. Keeping up-to-date with the latest trends and technologies in software testing and quality assurance.

Qualification, Experience and desired Skill

Qualification

1. Graduate with experience in CS, IT, or in any other relevant field

Experience

1. 2+ years of post-qualification experiences as a Quality Assurance Tester or similar role.

2. Able to analyze complex systems and identify issues and defects.

3. A strong understanding of programming languages, databases, and operating systems.

4. Expertise in manual and automated testing of client and server applications using tools such as Selenium.

5. Hands-on experience in load testing using JMeter.

6. Must have hands-on experience in QA Role (Mobile & Web Applications)

7. Working experience in an Agile Scrum development process.

8. Experience in handling Native and Hybrid applications testing.

9. Experience in writing clear, concise and comprehensive test plans and test cases.

10. Strong testing aptitude with a clear understanding of testing concepts (testing life cycle test plan test strategy defect life cycle).

11. Familiarity with common issue-tracking tools (i.e. JIRA, Bugzilla, etc.)

12. Strong background in system and application-level testing.

13. Ability to collaborate and communicate effectively with all project roles, across multiple project teams.

19.Job Description: Executive - Business Development

Position title: Executive - Business Development

Roles & responsibilities

1. Identify new business opportunities and markets.

2. Generate leads and prospects through research, networking, and cold calling.

3. Build and maintain relationships with potential clients.

4. Develop and deliver presentations to potential clients.

5. Negotiate and close deals with potential clients.

6. Collaborate with cross-functional teams to ensure client satisfaction.

Qualification, Experience and desired Skill

Qualification

- Graduate in a relevant field.

Experience

- 3+ years of post-qualification experiences in business development or in any other relevant fields.

- Experience in combination of business acumen, strategic thinking, and strong interpersonal skills.

- knowledgeable about industry trends, competitive landscapes, and the needs of the market.

20. Job Description: Executive - Language Translation

Position title: Executive - Language Translation

Roles & responsibilities

Language Translation Executive will be responsible for translating software content and materials into multiple languages to support the internationalization of our products. As an Executive - Language Translation, you will be responsible for managing and executing translation projects, ensuring the accuracy and quality of translated content, and collaborating with other teams to ensure timely delivery of software products.

Responsibilities:

1. Translate software content and materials into multiple languages, including user interface, documentation, help files, and marketing materials.

2. Manage and execute translation projects, ensuring timely and accurate delivery of translated content.

3. Collaborate with software developers, product managers, and other teams to identify and prioritize translation needs.

4. Develop and maintain a database of translated content, terminology, and style guidelines.

5. Use translation software tools and resources to ensure consistency and quality of translated content.

6. Ensure that translated content meets the requirements of local laws, regulations, and cultural norms.

7. Conduct quality assurance checks on translated content to ensure accuracy, completeness, and consistency.

8. Provide feedback and recommendations to improve the translation process and quality of translated content.

Qualification, Experience and desired Skill

Qualification

1. Bachelor's or Master's degree in languages, linguistics, translation, or a related field.

Experience

1. Minimum of 2-3 years of experience in translation or localization, preferably in software or technology industry.

2. Native or near-native proficiency in at least one foreign language, with strong written and verbal communication skills in English.

3. Familiarity with translation software tools and resources, such as translation memory, terminology management, and machine translation.

4. Knowledge of localization best practices, cultural norms, and legal requirements.

5. Strong attention to detail, organization, and project management skills.

6. Ability to work independently, prioritize tasks, and meet tight deadlines.
7. Familiarity with software development processes, tools, and methodologies is a plus.

21.Job Description: Executives - Digital Marketing

Position title: Executives - Digital Marketing

Roles & responsibilities

The job description of an Executive in Digital Marketing typically includes the following responsibilities:

1. Developing and executing digital marketing campaigns, including email marketing, social media marketing, and search engine marketing.

2. Analyzing and reporting on the performance of digital marketing campaigns, including website traffic, conversion rates, and customer engagement.

3. Managing and optimizing the organization's website and social media channels, including content creation, community management, and engagement.

4. Conducting market research and analysis to inform digital marketing strategies and campaigns.

5. Collaborating with cross-functional teams, including product, design, and sales teams, to align digital marketing initiatives with overall business objectives.

6. Planning and executing lead generation campaigns, including lead nurturing and conversion optimization.

7. Managing and optimizing the organization's online advertising campaigns, including pay-per-click advertising and display advertising.

8. Managing relationships with external digital marketing partners, such as advertising agencies and technology vendors.

9. Staying up-to-date with the latest trends and best practices in digital marketing, including emerging technologies and platforms.

10. Creating and managing the digital marketing budget, ensuring that resources are allocated effectively to meet business goals.

Qualification, Experience and desired Skill

Qualifications:

1. A Bachelor's or Master's degree in Marketing, Communications, Business Administration, or a related field.

2. Relevant certifications, such as Google Ads, Google Analytics, Facebook Blueprint, and HubSpot Inbound Marketing.

Experience:

1. At least 3-5 years of experience in digital marketing or related fields, with a focus on developing and executing digital marketing campaigns.

2. Strong knowledge of digital marketing channels, including email marketing, social media marketing, search engine marketing, and online advertising.

3. Proven track record of developing and executing successful digital marketing campaigns, driving business growth and customer engagement.

4. Experience in managing and optimizing the organization's website and social media channels, including content creation, community management, and engagement.

5. Strong analytical skills, with the ability to analyze and report on the performance of digital marketing campaigns and recommend improvements.

6. Excellent communication and collaboration skills, with the ability to work effectively with cross-functional teams and external partners.

7. Knowledge of digital marketing tools and technologies, including marketing automation platforms, web analytics tools, and content management systems.

8. Strong project management skills, with the ability to manage multiple projects and priorities in a fast-paced environment.

9. Experience in managing and optimizing digital marketing budgets, ensuring that resources are allocated effectively to meet business goals.

10. Demonstrated ability to stay up-to-date with the latest trends and best practices in digital marketing, including emerging technologies and platforms.

General Conditions applicable to all applicants covered under this advertisement

1. Those candidates, who are already in regular or contractual employment under Central / State Government, Public Sector Undertakings or Autonomous Bodies, are expected to apply through proper channel or attach a 'No Objection Certificate' from the employer concerned with the application OR produce No Objection Certificate at the time of interview.

2. Digital India Corporation reserves the right to fill all or some or none of the positions advertised without assigning any reason as it deems fit.

3. The positions are purely temporary in nature for the project of Digital India Corporation and the appointees shall not derive any right or claim for permanent appointment at Digital India Corporation or on any vacancies existing or that shall be advertised for recruitment by Digital India Corporation in future.

4. Digital India Corporation reserves the right to terminate the appointments of all positions with a notice of one month or without any notice by paying one month's salary in lieu of the notice period.

5. The maximum age shall be as on the last date of receipt of the applications. Screening of applications will be based on qualifications, age academic record and relevant experience.

6. In case of a query, the following officer may be contacted

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Head- HR
Digital India Corporation
Electronics Niketan Annexe,
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New Delhi – 110003
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