

National eGovernance Division

Job Description	
Division	NeGD
Designation	Assistant Manager - Program Management
Project	UMANG - Conversational AI
Function	Middle Management

Overview	
<p>The objective of this job is to assist NeGD program management of various implementations under the UMANG project (primarily UMANG Conversational AI Platform and Chat & Voice Bots).</p> <p>UMANG - Conversational AI project is currently under design and development stage and will be deployed to production in 3-4 months.</p> <p>The job holder may be used in other projects of Digital India as well, whenever required, on the directions of P&CEO, NeGD.</p>	
Roles and Responsibilities	
<ul style="list-style-type: none"> Managing the project in best practice manner including planning, developing, executing & scheduling to ensure successful & timely completion of targets under the project. Managing resources, funds etc related to UMANG - Conversational AI project. Identify & managing project risks & devise solution to problems Analyzing project data & critical success factors to identify trends & inefficiency to mitigate risks. Provide roadmaps & provide periodic recommendation to project manager, Facilitate training, meeting, vendor management documentation, data collection, presentation and conducting evaluation & follow up studies. Develop and establish a suitable program monitoring framework under guidance from NeGD leadership. Ensure that the deliveries under the project are in alignment with the overall objectives.. 	
PROFILE	
Education	Experience and Skills
Graduation/B.E/B.Tech. Desirable: Post Graduation: M. Tech. / MCA / MBA	<ul style="list-style-type: none"> Overall 4-6 years of development/management experience in medium to large scale IT projects. 2 to 4 years experience implementing cloud enabled applications. Experience of deployment and management on AWS, Docker, Kubernetes 1 to 2 years' experience in implementation of Chat/Voice Bots, Conversational AI Platforms will be preferred. Hands on experience on project management tools & technologies including open sources Experience of working for a government set up/ project is desirable