

## National e – Governance Division

Job Description	
Division	NeGD
Function	Capacity Building Management Cell
Position	Consultant

### Job Objective

The job holder will be part of the CBMC team with responsibility for managing capacity building activities for NeGD and under CB II.

The role would include responsibility in areas like design and management of Capacity building processes, systems and other administrative functions for Government employees, developing and implementing capacity building and change management initiatives.

The Job Holder will assist the Head CBMC to position NeGD as a performance focused organization by driving role clarity and accountability across the organization

### Primary Responsibilities

#### Design and Monitor of HR Policy regarding Capacity Building

- Design and monitor implementation of HR policy such as Virtual Cadre, Competency framework , e-Gov Academy etc.
- Oversee design of related HR policies and ensure their implementation and compliance

#### Funds Management

- Provide inputs towards development of CB budget in coordination with other agencies and States/UT teams, monitor and control the CB funds utilization.
- Provide up to date status of fund utilization under the scheme.

#### Change Management

- Devises the change management strategy and creates and implements change management plans that minimize employee resistance and maximize employee engagement. Identifies potential people-side risks and anticipated points of resistance and develops specific plans to mitigate or address the concerns for NeGD and States/UTs as per NeGD and CB II
- Develop a generic Change Management Framework for e – Governance initiatives that can be used by the States in developing their individual Change Management Frameworks in synchronization with national level initiatives
- Oversee and monitor various change management activities in various states and departments and support them through SeMTs in effective change management

#### Capacity Building of Central Line Ministries , Sates/UTs

- Develop Capacity for building capability in States/UTs for e-Governance.
- Develops training policy in line with the Government training policy. Plans and ensures budget for the training activities; Identifies and recommends various models of delivery of training to different groups of stakeholders including in-house and in sourced/ outsourced models
- Manage and monitor the capacity building initiatives for the Central Line Ministries Sates/UTs to ensure its effectiveness.

### Training & Development Planning of NeGD

- Manage the overall training & development for NeGD employees including developing training guidelines and training budget, facilitating and monitoring training design and delivery, engaging external experts, vendors and trainers for effective training design and delivery in line with the NeGD

### CB Scheme

- Monitor the implementation of CB II Scheme in the country including utilization of allocated budgets, obtaining future fund requirements etc.
- Develop policy and implementation guidelines around the CB scheme for furthering the understanding of the same among the States and provide ongoing clarifications to states on CB scheme implementation
- Track the functioning of SeMT and ensure that it is able to suitably meet the Capacity Building requirements of the state government in implementation of NeGD.
- Coordinate with central training institutes/state training institutes and other agencies.

Essential Profile	
Education	Skills & Experience
<b>Essential Criteria</b> <b>Graduation:</b> Any field <b>Post Graduation:</b> MBA / PGD in HR/ Personnel management & industrial relation.	<ul style="list-style-type: none"><li>• 6 -12 years of experience in diverse Capacity building roles</li><li>• 3/4 years of experience in any of the following roles<ul style="list-style-type: none"><li>○ Handling Training &amp; Development( Capacity Building ) function preferably in an IT setup</li><li>○ Experience of working in a government set up/PSU will be desirable</li></ul></li><li>• Experience of having led a change management initiative will be desirable</li></ul>

**Link to apply for the post :**

<http://careers.nisg.org/job-listings-consultant-capacity-building-management-cell-negd-new-delhi-nisg-national-institute-for-smart-government-new-delhi-6-to-11-years-140721002454>