

**COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS
NEW DELHI**

The Council for the Indian School Certificate Examinations (CISCE) a private National Examination Board in the country is looking for competent individual for the post of **Deputy Secretary – IT**

Required Qualifications & Experience

- 15+ years of extensive experience in technical project management, preferably in the Edu -Tech domain and hands-on experience in project management best practices such as Agile, Scrum, Kanban, etc. This should include at least 5+ years of proven experience in handling large-sized multi-vendor IT engagements (including software/IT infrastructure both development and support projects)
- Postgraduate degree in Computer Information Systems, Management Information Systems, or similar/ PMI or equivalent certification desirable.
- Experience in gathering and analysing business requirements involving complex workflows, multiple categories of users, data-handling and report generation.
- Experience in Digital and IT Transformation projects and hands-on on IT Tools
- Experience in preparation of RFP, Tender Documents, Agreements, Contract Documentation and negotiations, Scope of Work (SOW), SLA, OLA and coordinating, Liaisoning, supervising and managing the work of IT Vendors and service providers, suppliers, contractual work force and third party agencies.
- Experience in reviewing and making recommendations on technical designs and proposals especially with respect to quality, scalability, security and delivery risks.
- Experience in diagnosing technical problems that hinder smooth business operations and recommending fixes and workarounds.
- Experience in managing complete end-to-end lifecycle of cloud-hosted software applications including – requirements, design, development, testing, deployment maintenance and operations.
- Experience in review and optimization of business processes (Business Process Re-engineering), user experience and stakeholder management practices.
- Working knowledge of Data Base Management and Administration.

Responsibilities

- Leading the IT Technology projects of the CISCE from initiation to completion and bringing them fruition.
- Work as a bridge between the CISCE and its technology vendors to manage the development, deployment, maintenance and operations of the software applications, website/portal and cloud infrastructure that support CISCE's operations.
- Manage timely execution and delivery of high-quality technology deliverables including software applications, feature enhancements, defect fixes and cloud infrastructure using industry standard best practices such as Agile, Scrum, etc.
- Review design / architecture of proposed technology deliverables especially with respect to quality, scalability, security (CIA), compliance, privacy and make recommendations to the CISCE.

- Define project success criteria and report results, metrics, test outcomes, deployment status, risks and mitigation activities.
- Provide technology support to the CISCE's operating teams on all its activities including school affiliations, student registrations, conduct of exams, marks capture, result dissemination, etc. *Note that many of the CISCE's activities are highly time-sensitive in nature and thus effective prioritization and sense of urgency is a must to be successful in this role.*
- Establish best practices, templates, policies, tools and documentation including reporting systems and MIS, to further improve the efficiency of CISCE's operations.
- The CISCE's operations requires the handling of highly-sensitive student data and therefore a high degree of confidentiality and privacy of PII must be maintained.

Upper Age Limit : 50 Years

Salary: Approximately Rs 4.49 lakhs per month (CTC)

Interested candidates are required to fill in the Microsoft form, a link for which is given below:

<https://forms.office.com/r/a1496rP8YZ>

You may alternatively scan the QR Code given below to fill in the Microsoft form:



Also, **send us your resume** in confidence, **within 10 days of the date of the advertisement**, superscribing the post applied for on the envelope to:

**The Deputy Secretary (ISC)
Council for the Indian School Certificate Examinations
Plot No.: 35-36, Sector VI, Pushp Vihar, Saket
New Delhi -110017**