

JOB PROFILE

Role Title: Head (IT)

Location: Vidyut Bhavan

A. ROLE PURPOSE

Head (IT) would be responsible to oversee and implement of all IT application systems including program management of large IT and communication projects that are undertaken by WBSETCL to improve its business effectiveness. He / she would also be responsible for overseeing the implementation of ERP related software & hardware infrastructure and provide effective IT solutions to different users & departments within agreed time-scales and costs.

B. ROLE ACCOUNTABILITIES

- Oversee the planning, procurement, implementation and maintenance of enterprise-wide information and technology systems which enable the WBSETCL's functions and processes, within specified timelines, budget and resource requirements. He would be responsible for setting a direction for growth within the overall framework of WBSETCL's corporate objectives
- Oversee the implementation of ERP project including solutioning, implementation/roll out and software & hardware infrastructure at multiple locations of WBSETCL
- Ensure implementation of IT application systems and associated hardware infrastructure to meet the requirements of the users of various departments of WBSETCL. Manage and oversee all functional specifications from the user department for the ERP implementation
- Provide information on the progress on the IT projects and deployments to the management.
- Keep track of developments in modern communication technology in power transmission utility and, manage and oversee the data communication infrastructure network within WBSETCL.
- Obtain requests from users and diagnose the problem to determine whether outside assistance is required to rectify the problem.
- Review and manage processes to systematically organize, store, publish, update and retrieve data/information through user friendly interfaces in the ERP environment.
- Monitor all necessary security measures to ensure that data systems are secure from data loss or misuse.
- Review tender specifications, evaluation of bids & handle placement of bids and purchase order for the procurement of computers & peripherals.
- Develop IT competencies of the employees and transform the competencies to opportunities in long run
- Conduct and supervise regular workshops, interactions, deployment of enabling solutions, web based and otherwise.
- Implement routine maintenance procedures as specified by manufacturers and planning for service and maintenance by assigning tasks and personnel
- Ensure economic availability of effective service and maintenance for all IT infrastructures.
- Ensure repair & maintenance of IT infrastructure & ensure adequate availability of spares.
- Receive new equipment after ensuring the same as per specifications
- Certify new / used IT equipments / infrastructure after proper testing and commissioning
- Estimate and prepare budget required to purchase the IT infrastructure and consumables.
- Provide a company-wide source of expertise on information technology and communications to ensure that managers and staff have the best possible information for effective decision making and accessing data.

C. EXPERIENCE & QUALIFICATIONS

Qualification, Experience & Essential Knowledge

Essential: Graduation in Electrical Engineering/Computer Science/Information Technology.

Desirable: Post Graduate specialization in Computer Science/Information Technology or professional accreditation from any Government recognized Institute / Agency.

D. SKILLS

Technical Competencies

- Knowledge of ERP software and hardware

Behavioral Competencies

- Decision making Skills
- Excellent interpersonal skills
- Documentation & Analytical skills

JOB PROFILE

Role Title: Project Lead (IT)

Reporting to: Head (IT)

Location: Vidyut Bhavan

A. ROLE PURPOSE

Project Lead (IT) would assist the Head (IT) with all IT related initiatives for WBSETCL including program management of large IT integration projects. He would be responsible for managing interfaces with the user department and their requirements and provide effective IT solutions within agreed timescales and costs. He would be also responsible for coordinating for all MIS.

B. ROLE ACCOUNTABILITIES

- Assist the Head IT in all IT related initiatives for the Transmission Company including the program management of large IT integration projects & ensure that project is completed in accordance with agreed timescales & costs.
- Deal with the planning, procurement, implementation and maintenance of company-wide information and technology which enable the company's functions and processes, within specified timelines, budget and resource requirements.
- Deal with all functional specifications from the user department, would be the main coordinator for all user department interfaces for ERP implementation
- Manage all MIS for IT department and assist the Head IT in providing information on the progress of projects, development and deployment to the management and enable Head IT to take appropriate corrective action.
- Obtain requests from users and diagnose the problem to determine whether outside assistance is required to rectify the problem.
- He would be a co-ordinator for databank to systematically organize, store, publish, update and retrieve data/information through user friendly interfaces in the ERP environment. He would also be responsible for security measures to ensure that data systems are secure from data loss or misuse.
- Assist the Head IT to review tender specification evaluation of bids & handle placement of bids and purchase order for the procurement of computers & peripherals.
- Implement routine maintenance procedures as specified by manufacturers and planning for service and maintenance by assigning tasks and personnel
- Handle Operation & Maintenance of software by coordinating with the in-house/external agencies designated for such tasks. Deal with all trouble shooting activities
- Ensure repair & maintenance of IT infrastructure & ensure adequate availability of spares.
- Assist the Head IT in preparing budget required to purchase the IT infrastructure and consumables.
- Establish and maintain all necessary information technology procedures and ensure that all systems are supported by the necessary documentation and manuals
- Provide a company-wide source of expertise on information technology and communications to ensure that managers and staff have the best possible information for effective decision making and accessing data.

C. EXPERIENCE & QUALIFICATIONS

Qualification, Experience & Essential Knowledge

- Graduation in Electrical Engineering with post graduation in Computer Science/Information Technology or Graduate in Computer Science / Information Technology with post graduation qualification in the same disciplines, and with 10 years of work experience IT and related areas in a large multi sited organization.

D. SKILLS

Technical Competencies

- Knowledge of ERP software and hardware

Behavioural Competencies

- Decision making Skills
- Excellent interpersonal skills
- Documentation & Analytical skills