



Advt. No. N-22030/31/2023-DIC

Digital India Corporation

Electronics Niketan Annexe, 6, CGO Complex Lodhi Road,

New Delhi – 110003

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Website: www.dic.gov.in

**Web Advertisement
16th February 2023**

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 position purely on Contract/ Consolidated basis.

Sr. No.	Name of the Post	No. of Vacancies
1.	Head/ VP- Administration and Procurement	01

** 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/>

LAST DATE FOR RECEIPT OF APPLICATIONS:

03.03.2023



Job Description: Head/ VP- Administration and Procurement

Roles and Responsibilities:

Core function:

To take charge of the administration functions to ensure that there is overall coordinated work and execution of tasks that will lead to improved overall personal and professional productivity. The role will work closely with the leadership team to safeguard and augment the efficiency of the organisation's administrative functions, ensuring compliance with core financial controls and values and participating and enabling and accelerating growth and long-term success.

Responsibilities includes:

Planning:

- Planning and coordinating administrative procedures and systems and devising ways to streamline processes. This will include using existing systems efficiently and introducing new systems that will enhance productivity and reliability.
- Building and maintaining relationships with all department heads, external partners, and vendors to deliver on approved and agreed upon plans.
- Devise ways to ensure growth enterprise-wide, identifying and implementing process improvements that will maximise output and minimise costs
- Works closely with the finance team on budgets, ensures all projects are duly tagged to appropriate codes and costs allocated accordingly.
- Keeps a tab on all administrative expenses.

Execution:

- Design, develop and implement various admin processes and systems related to office and asset management, insurance, travel management, cost management, safety and security, stock/inventory management, and system compliances and Program/Project Management.
- Asset Management cycle - Making assessment of asset requirement, gathering specs and configuration, procurement process, configuration, handover, maintenance, and disposal. Ensuring all assets are tabulated tagged and assets are accounted for.
- Risk Management - Assessing the risk for the office infrastructure which includes safety against theft, fire, and burglary.
- Event management - Training and workshop coordination - Identification of venue for training and workshop, support in logistics, procurement of required materials and resources for the workshop.
- Conduct procurement through bid process management for any requirements within the organization
- Compliances related to office administration, like drafting rental agreements, property tax, insurances (people and property) etc
- Develop, implement, and monitor operational systems and processes including analysis of key metrics



- Work closely with people processes team to establish and maintain a trusting, inclusive, and productive environment
- Training admin and housekeeping personnel and allocate responsibilities and office space

Knowledge:

In depth knowledge of Office Administration, setting up of offices, systems, policies, and process, manage and guide the team members and utilise the available resources efficiently

Skills Required:

- Being Proactive - To take charge of any situation and having a better outcome
- Decision making and Prioritisation - Should be able to make decisions independently based on the situation and prioritise accordingly.
- To plan, schedule, organise and implement - Any assigned work to a planned and defined time frame and schedule.
- Being adaptable and flexible for change in plan/request - Should be able to consider for any last-minute change in plan/ request.
- Efficient management of people and resources
- Multitasking - Capable of handling multiple requests, distribution of workload and execution within the time frame
- Negotiating skills - Bargaining and find similar service/ product that provides value for money
- Relationship management (Internal –Staff at all levels and External with vendor and service providers)
- Able to handle multiple requests, and able to prioritise based on importance and urgency, in an effective and timely manner
- Able to manage pressure and to assess and absorb information quickly and seek clarification when required

Education Requirement:

Graduate or equivalent education required in relevant discipline.

Experience:

Minimum 15+ years of experience in Administration and office management activities.

Location: New Delhi, travel to other locations as required



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

Ms. Vinaya Viswanathan
Head- HR
Digital India Corporation
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New Delhi – 110003
Phone No. 011-24303500, 24360199