

Lead Consultant – DoHE

The Department of Higher Education, Ministry of Education seeks to onboard a Lead Consultant for various projects. Suitable qualified candidates are invited to mail a copy of their bio data in advance on the email id: hrhelpdesk@edcil.co.in. The 'Lead Consultant' is purely on a contractual basis.

Position Title	Lead Consultant – Department of Higher Education
Number of Positions	01
Place of Work	Delhi NCR
Eligibility Criteria	
Minimum Qualification	BE/B Tech and Post-graduation and/or Masters' Degree and/or M Phil/PhD in Social Sciences/ Sciences/ Engineering/Information Technology/ Management/Law. Sound domain knowledge in areas of Higher Education, Project Management, Information Technology, Policy & Governance, Administration
Minimum Experience	10 years of Post Qualification work experience with Minimum 5 years work experience in Government of India IT projects
Age Limit	Upper Limit 45 years as on the last date of application submission

Desired Skill Sets:

- 7 years' experience in the Information Technology/e Governance Project Management and implementation, with focus data-driven projects at State and National level.
- Strong problem-solving, project administration, organizational and leadership skills.
- Proficiency in computers, specifically - familiarity with commonly used software like MS Office software, software packages (like R, Python etc.) and ICT in education.
- Excellent communication and presentation skills, excellent data analytics skill, excellent oral and written communication skills in English. Working knowledge of Hindi is also desirable.
- Demonstrated ability to work in a multi-disciplinary team environment.
- Willingness to travel to States / UTs and districts to provide technical assistance and ability to work on different assignments simultaneously to meet the timelines for assignments.
- Preference would be given to the candidate having experience of working with Central / State / UT Government Sectors/ Education Departments.
- Understand the functional and technical requirements from the departments (Central, State / UT and other involved stakeholders) for implementation of programs and preparation / revision of register, formats, guidelines, protocol, user manuals and other documents to meet the requirements.
- Liaison with senior officers of the Government / Ministry / Apex Bodies (AICTE, UGC etc.) / Apex Institutions (IITs, NITs etc.) to operationalize key initiatives, schemes, policies, and web portals.

Roles and Responsibilities:

- **Support in Policy Development and Analysis:** Assisting in the formulation of policies for the students, teachers, institutions, ed-tech partners and others and impact assessment by identifying quantifiable measures.
- **Program Management:** Overseeing and managing various educational programs and initiatives under National Mission for Education using Information, Communication, and Technology (NMEICT) along with other programs as and when warranted.
- **Stakeholder Engagement:** Coordinating with various stakeholders including Apex Bodies, Apex Institutions, government bodies, NGOs, private partners, ed-tech companies to ensure smoother collaboration across the spectrum.
- **Research and Reporting:** Conducting research on higher education trends by analyzing data points from various initiatives at the Ministry and preparing reports on the same.
- **Monitoring and Evaluation:** Monitoring the progress of educational initiatives by addressing challenges and gaps and creation of frameworks for evaluating their outcomes.
- **Capacity Building:** Aiding in the development and training of educational staff and administrators by conducting workshops, moderating them, and coordinating with stakeholders on the learning and content.
- **Administrative Oversight:** Ensuring smooth administrative functioning within the department and liaison with the office of senior officers for day-to-day activities.
- **Advisory Role:** Acting as an advisor to senior officials on matters related to higher education and assist in preparation of Parliamentary proceedings by preparing briefs, responses, and reports for questions, participate in state reviews by analyzing state-level education data, assessing the effectiveness of current policies, and making recommendations for improvements or new initiatives, prepare concept notes for new initiatives or policy changes.
- **Other Support:** Provide support to the senior officers and other team members as and when warranted.

Other Terms and Conditions:

- In case of resignation, one month's notice period to be served by the candidate.
- Should be ready to travel within and outside of India based on requirement.

Miscellaneous:

- The place of Interview is: EdCIL (India) Limited, Plot No. 18A, Sector 16A, Film City, Noida, UP, 201301.
- The candidates shall report at the place of interview from 10:30 a.m. - 02:30 p.m. on 14.02.2024.
- This interview is being held for walk-in candidates only.
- Candidates shall possess proof of qualification & experience at the time of interview.
- Merely appearing for interview will not guarantee selection for the contractual position.