

TERMS OF REFERENCE

Post	: IT advisor
Reporting	: Director – Employment& Training
Location	: State Head Quarter
Duration of Initial Contract	: 1 Year; full time (To be extended)
Preferred Age Group	: Up to 50 years

INTRODUCTION

Economic globalization and financial liberalization has created huge overseas employment opportunities and governments all over the world are taking initiatives to promote and facilitate employment of the people. With this primary objective of generating overseas employment & training the youth under various skill development initiatives and to improve the overseas employability of Bihar youth, Bihar State overseas Employment Bureau has been set up under the Societies Registration Act 21,1860. Besides making the youth employable and competitive, the bureau will also assist the youth in suitable placement in job/ self-employment abroad.

For its proper functioning, Bihar State overseas Employment Bureau require services of IT Expert.

DUTIES and RESPONSIBILITIES

The primary duties and responsibilities of IT Expert will include the following but not be restricted to:

- Mapping of Bihar's present human resources skill base and forecasting employment potential of identified and emerging sectors in the state.
- Creation of a Human Resource Portal (web portal) of Bihar to create data base of jobs, accept on-line registration, availability of skills and sharing of best practices among Training Institutes in Bihar.
- Maintain the database of all the persons immigrated for employment to different countries.
- Maintain the database of training programmes designed for skill development of youth.
- Collect and disseminate information on emigration rules of India and immigration rules of other countries and provide all necessary assistance for immigration.
- Any other work assigned from the Mission Director time to time.

REQUIRED QUALIFICATION, SKILLS AND EXPERIENCE

The incumbent must have Master's Degree in Computer Applications (MCA) from any recognized university/Institute in India or abroad with minimum 5 years of experience OR Bachelor's Degree in computer applications from recognized university/Institute in India or abroad with 4 years of experience.

In addition, the incumbent should possess skill on:

- Good Communication & Interpersonal Skills.
- Proficiency in use of MS Office packages
- Supervisory and scheduling experience
- Experience in Management Information System.
- Strong Analytical skills.
- Excellent written and oral communication skills in English and Hindi.

REMUNERATION

Rs. 50,000/ - (Rupees fifty thousand only) Consolidated, per month