

**Ministry of Home Affairs
Cyber and Information Security Division
Room No. 17-A, North Block
New Delhi-110003**

Subject: Call for applications for the post of Project Director (contractual) for Cyber Crime schemes.

Ministry of Home Affairs is implementing a scheme under Nirbhaya fund titled "Cyber Crime Prevention against Women and Children" (CCPWC) in the period 2017-2020, which aims at setting up an online cyber-crime reporting platform, National cyber forensic lab, cyber forensic training cum laboratories in States/UTs, R&D promotion and capacity building of law enforcement agencies. A scheme to setup Indian Cyber Crime Coordination Center is also planned which will further strengthen the coordination mechanism among stakeholders. Ministry of Home Affairs intends to engage services of a Project Director to manage various activities of the scheme as well as PMU of these projects.

Period of hiring: Two years or up to 31st March 2020 whichever is earlier. The contractual appointment may be extended on the discretion of Competent Authority.

Emolument: Will be commensurate with the industry norms and depending upon the profile of the candidate.

Details of required qualifications, experience, Job Objectives, Roles and Responsibilities for the post is given in **Annexure**.

Candidates interested for the aforesaid post may submit their CV along with one photograph to the undersigned by 26.03.2018 at the email: cisd-mha@nic.in or by post at the given address:

Director (Cyber & Information Security -II)
Room NO. 17-A, North Block
Ministry of Home Affairs
New Delhi

Position: Project Director (One post) / Contractual
Location: New Delhi

Job Profile	Qualification & Experience
<p>Job Objectives:</p> <p>The Project Director is the leader of the CCPWC scheme implementation process and effort. The position will have overall operational and management responsibility in completing the CCPWC & I4C scheme implementation and any other assigned project and will be responsible for apprising the MHA about various aspects of project implementation & monitoring.</p> <p>The Project Director will consult with the consultants, MHA officers, other stake holders including States/UTs and report directly to the Joint Secretary (CIS), MHA. The Project Director will manage the activities of all assigned projects and will oversee all consultants and contractors to ensure contracts and agreements are executed and implemented to the satisfaction of the MHA. Day-to-day collaboration will be required with all members of the staff to ensure that objectives of assigned projects are met timely and efficiently.</p> <p>A significant component of these projects are to build cybercrime complaint resolution capacity by leveraging the skills, expertise and assets of Central ministries, States, UTs, institutions involved in the project and other stakeholders. Project Director will have the charge of helping to create an environment of trust and collaboration among stakeholders so that public services under the assigned projects are graded high by the users.</p>	<ol style="list-style-type: none"> I. B.Tech / Master's Degree desirable. II. Should have minimum of 15 years' experience in IT sector III. Working Experience at the level of Chief Technology Officer (CTO) or program manager or Product manager for at least a period of one year. IV. Project management professional certification such as PMI desirable. V. Experience of working on Government Projects desirable.
<p>Roles & Responsibilities:</p> <ol style="list-style-type: none"> 1. Plan, direct, coordinate, and lead activities of project to ensure that goals, objectives and all elements of the schemes are accomplished within the prescribed time frame and funding parameters. 2. Carry out regular review to 	

<p>determine time frame, funding limitations, procedures for accomplishing project, staffing requirements, and allotment of available resources to various phases of project.</p> <ol style="list-style-type: none">3. Establish work plan and staffing for each phase of project, and arrange for assignment of project personnel.4. Responsible for supervision of all consultants.5. Outline work plan to assign duties, responsibilities, and scope of authority.6. Review status reports prepared by project personnel and modify schedules or plans as required. Prepare and review project reports for presentation to Empowered Committee of projects.7. Confer with project personnel to provide technical advice and to resolve problems.8. Coordinate activities of governmental organizations, private sector business interests, non-profit and educational institutions, and the Team of Consultants.9. Responsible for overall quality and management of the projects.10. Coordinate with the Team of Consultants on public outreach, press releases, public presentations of the work and web site development and content.11. Research grant proposals.12. Oversee budget, ensure financial accountability.13. Supervise program delivery, assess client needs.14. Recognize and solve potential problems and evaluate project/program effectiveness.15. Provide program content expertise, which will include delivering public presentations about the project and communicating the project's purpose, value and importance to the stakeholders.16. Conduct research and write reports/articles.17. Any additional responsibility delegated by the Competent Authority shall be accomplished within the stipulated time period.	
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