

IT Requirements				
S.No	Position	Experience Required	Education	Location
1	RCMS Consultant	<p>Responsibilities:</p> <p>a) Support the implementation of various IT/e-Governance Projects in the department.</p> <p>b) Develop and establish suitable program monitoring framework for the department</p> <p>c) Monitor the progress of projects running in the department and highlight any issues/slippages to higher authorities</p> <p>d) Identify the critical success factors for implementation of IT/e-Governance projects in the State.</p> <p>e) Assist in procurement of required material/services for various e- Governance projects</p> <p>f) Assist in preparing project management frameworks and templates.</p> <p>g) Provide assistance and expertise for e-Governance related training.</p> <p>h) Support the department in the rolling out awareness program and ensure proper communication.</p> <p>i) Translate the business requirements into functional requirement.</p> <p>j) Coordination for requirement gathering, impact analysis, user acceptance testing and demonstration of new developments, modifications and feature enhancements.</p> <p>k) Preparation of project documents including Concept Notes, DPRs, FRS, EoI, RFPs etc.</p>	<p>Qualification: B.E/ B.Tech Or PG in (CS/IT) or equivalent</p> <p>Experience: • Minimum 4 years of experience in program management of IT projects</p>	Shahdol, Ujjain
2	Project Coordinator	<p>Will act as Single Point of Contacts from the Development team for the user department.</p> <p>Coordination with development team, support team and stakeholders of departments for flawless execution of project.</p> <p>Documentation of change requests received during project execution from the department, define development schedule as per available resources in project and technical feasibility.</p> <p>Preparation of user help manuals, video tutorials, project presentations</p> <p>Prepare and maintain project status report as per defined interval (weekly/monthly) and timely escalation to management to avoid surprises</p> <p>Use appropriate verification techniques to manage changes in project scope, schedule and costs</p> <p>Establish and Manage the relationship with the departments and all stakeholders/vendors/Third parties Efficient Project execution planning, tracking project milestones and ensuring on time project delivery within budget and scope.</p> <p>Develop project plan to track progress</p> <p>Measure project performance using appropriate systems, tools and techniques</p> <p>Perform risk management to minimize project risks</p> <p>Create and maintain comprehensive project documentation</p> <p>Have to handle multiple projects simultaneously</p>	<p>Qualification: MCA/ M Sc (ITCS), BE (Irlcs)</p> <p>Experience: Minimum 8 year of experience in development and execution of IT projects. Minimum 3 year of experience as managerial capacity Work experience must span over 2 turnkey Software development /ERP projects at State or Country level.</p>	Dehradun
3	Social Media Associate	<p>social media strategies.</p> <p>2. Create engaging and compelling content, including text, images, videos, and graphics, tailored to each social media platform, while curating relevant and shareable content from reputable sources to complement clients' brand messaging.</p> <p>3. Manage clients' social media accounts across various platforms, such as Facebook, Twitter, Instagram, LinkedIn, and others, scheduling and publishing content at optimal times to reach the target audience and maximize engagement.</p> <p>4. Plan, implement, and optimize paid social media advertising campaigns to promote clients' products, services, or events, utilizing audience targeting and budget management to achieve the best return on investment (ROI) for clients.</p> <p>5. Monitor social media metrics and analytics to measure the performance of promotional campaigns, generating reports with key insights and data-driven recommendations for ongoing improvements.</p> <p>6. Ensure clients' brands are represented accurately and positively across all social media channels, responding professionally to feedback or comments, addressing concerns and resolving issues.</p> <p>7. Stay updated on the latest social media trends, algorithms, and emerging platforms, recommending innovative strategies to enhance clients' social media presence and engagement.</p> <p>8. Maintain open and clear communication with clients, providing regular updates on social media performance and campaign progress, while acting as a liaison between the clients and internal teams to ensure all client requests and expectations are met.</p>	<p>Qualification: • Bachelor's degree in Marketing, Communications, or a related field. • Must possess the below certifications: o Fundamentals of Digital Marketing from Google.</p> <p>Experience: • Minimum of 4 years of experience in managing social media platforms for a brand or organization. • Proficient in social media management tools and analytics platforms. • Knowledge of digital marketing and its related functions. • Strong knowledge of various social media platforms, their best practices, and algorithms. • Excellent creative writing and visual storytelling</p>	Dehradun
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