

## JOB DESCRIPTION FOR DISC COORDINATOR

### **Background**

The Dept. of IT, GoO has already communicated to all districts to establish DISC vide notification no 1480 dated 13.6.06 with the objectives; Promote IT usage and bridge digital divide, plan, implement and promote the activities of district portal, formulate eGov agenda, promote electronic delivery of citizen services, facilitate and promote interaction with various stakeholders and support preparation and implementation of information management district plan.

In order to facilitate the implementation of different IT & ITeS projects in the district. District Information Services Council (DISC) Coordinators shall be appointed in each District by the respective District Collector. The DISC Coordinator will work for the implementation and monitoring of the Computer Based Information Systems at the designated District Headquarters.

### **Job Description**

DISC Coordinator will manage, coordinate, implement, and facilitate District's citizen centric e-Governance programme. This individual is responsible for ensuring that citizen centric programme and scheme databases / procedures are maintained and properly executed, including development, change requests, and enterprise integration projects. The Coordinator will also act as liaison between District Collectorate Office, DRDA, Tahasil and other service providers and the backend IT staff implementing the IT programme under National eGovernance Plan(NeGP).

### **Essential Duties and Responsibilities:**

Perform system configuration, mapping, and management of Computer based services delivery system. Setup new services as and when introduced. Act as the main point of contact on all computer related errors and troubleshooting issues. Monitor all daily inbound and outboud electronic document transmissions. Lead, coordinate, and administer key process improvements to citizen services implementations. Participate in design and review of new applications and integration strategies of computer-based systems. Coordinate with network & hardware support providers, application development, and database administration functions to ensure availability, reliability, and scalability of the e-District systems to meet citizen demands. Monitor and test system performance and provide performance statistics and reports. Perform data audits and quality control measures. Recommend and execute modifications to software systems in order to improve efficiency, reliability, and performance. Establish and implement policies, procedures, and technologies to ensure the services delivery system security. Develop and maintain all process documentation.

### **Qualification and Skill Set**

The DISC Coordinator shall be a BE / BTech in IT/ Computer Science / Electronics or MCA. The applicant should have in depth knowledge of Database management systems, Windows/Linux operating system, Oracle, My SQL, VB.net, ASP.net, Microsoft Office Package and should be conversant with browsing internet, email. The applicant should have excellent verbal and written communication skills in English & Oriya.

### **Duration**

This assignment shall be for a period of 1 year on a purely contractual basis subject to periodic performance review.

### **Fees**

A monthly consolidated fee of Rs.5, 000 /- shall be paid.

### **Reporting**

The DISC Coordinator shall report to the District Collector or a nominated representative of the District Collector.

The office hours, working days, holidays and leaves would be as per Orissa Government Regulations.