



File No.208/GSCDL/2020-2021
Gangtok Smart City Development Limited
5th Floor Kissan Bazaar Building
Lall Bazaar Road
Gangtok Sikkim – 737102
E-mail: gangtoksmartcity@gmail.com
CIN – U9309090WB2017SGC223807

Ref No. 51/GSCDL/2021-22

Dated: 19/04/2021

**NOTICE INVITING APPLICATION FOR THE POST OF CITY DATA OFFICER
UNDER
GANGTOK SMART CITY DEVELOPMENT LIMITED**

Applications are invited from eligible candidates for filling up one post of City Data Officer (CDO) on contractual basis for a period of 6 months (Probation) + 1 Year (Full Time Contract with renewal) under Gangtok Smart City Development Limited. The job specification details along with qualification requirement, technical and professional skills may be downloaded from official website <https://smartcitygangtok.com>. Applications by eligible and willing candidates matching all the required criteria may be submitted to Nodal Officer, Gangtok Smart City Development Limited on or before 30th April 2021, 1600 hours.


Nodal Officer

Gangtok Smart City Development Limited



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The Job Specification details including Professional, Technical, Qualification, Experience and Roles of Responsibilities for the post of City Data Officer (CDO) under Gangtok Smart City Development Limited are as under:-

Parameter	Description
Position	City Data Officer (CDO)
Preferred Profile	<ul style="list-style-type: none"> • Should have excellent people management skills and must have team lead experience. • Should have excellent communication skills to interact with senior clients • Should bring in a consultative mindset and problem-solving approach and drive analytical throughput for the team • Demonstrated ability to synthesize, prioritize and drive results with a high sense of urgency • Strong sense of accountability and decisiveness in a strong work ethic culture
Professional Skills	Analytical, logical and interpretive ability, Professional communication, Problem solving and critical thinking – (enhancing the analytical, logical and interpretive abilities), Project Management, Process Quality Assurance, Risk Management, Leadership Skills, Working with and across teams, partners; Building alliances and Negotiation Skills
Technical Skills	Data Analysis and Exploration, Data Cleaning and Preparation, Data Visualization, Data Modelling, Microsoft Excel, Predictive Analysis, Data quality Assessment, Data Profiling, Historical data: Archiving and Retention, Understanding of Municipal Governance {Role of different stakeholders in urban governance in India, Fundamentals of urban management (Finance, Services, Planning, Governance, Technology) Understanding regulatory practices in urban India
Responsibilities	<ul style="list-style-type: none"> • Setup data teams and data services portfolio. Develop and design data governance program designed to establish data as an asset to be managed, including standards, classification, data and systems inventory and data management • Develop policies, business processes and resources for integrated data sharing across multiple regulatory frameworks. • Set up open data program, develop KPIs, set up data publication process, set up data infrastructure, automation and profiling as a service, and chalk out privacy and security risk framework for data release. • Foster culture of data use via multiple data related networks • To chalk out City open data policy in alignment with its Smart Cities Plan and IT Strategy of its City Municipal Corporation. • Manage complex engagements and interface with senior management from state departments to deliver data science projects that provide improvements in city efficiency, improve the quality of life, and provide data-driven city services. • Responsibilities include management of data collection, data mining, cross-channel data integration, predictive analytics, and reporting, dashboards, and data visualization. • Lead strategic projects to develop future strategies to help address constantly evolving and growing number of opportunities to use data science within the city to improve services. • Collaborate and develop relationships with external parties, such as academic researchers, pro bono consultants, and academia/local

	<p>university students to help develop new projects.</p> <ul style="list-style-type: none"> • Implement City Open Data Plan and Vision. • To work as SPOC (Single Point of Contact) to work as a bridge between City Urban Development department, Other State department, City Municipal Corporation, Smart City SPV , Academia, Industry and Citizens to leverage the data. • To advise Smart City SPV and Municipal Corporation to identify datasets/data marts emerging from Smart City projects/operation centre • To gather and aggregate data demand from stakeholders namely Academia, Industry and Citizens to leverage the data • To promote co-creation and open innovation ecosystem at City level by leveraging data from Smart City projects. • Responsible for collection and aggregation of data and for drawing meaningful insights of it by applying various data analytics tools and techniques. To proactively use data driven insights to promote effective urban governance. • To review and provide feedback on data dashboard to endure it reflect the accurate status on their datasets. To regularly update the features and data sets on the City Open Data Portal.
Eligible Age	Should not be more than 40 years of age
Qualification	<ul style="list-style-type: none"> • A bachelor's or master's degree in Data Science, Computer Science, information science, mathematics, economics, or related field, or equivalent work experience. • Academic qualification, Certification or professional training and experience in BI/GIS areas are also desirable
Experience	<ul style="list-style-type: none"> • Proven data literacy — the ability to describe business use cases/outcomes, data sources and management concepts, and analytical approaches/options. The ability to translate among the languages used by executive, business, IT and quant stakeholders. • Information strategy experience; experience in strategic technology planning and execution, and policy development and maintenance. • Demonstrated leadership; proven track record of leading complex, multidisciplinary talent teams in new endeavours and delivering solutions
Salary	INR 50,000 per month all inclusive.

Sd/-
Nodal Officer
Gangtok Smart City Development Limited