

KOTA SMART CITY LIMITED

(An initiative of GoI, GoR& MCK)

Kota Municipal Corporation, Rajeev Gandhi Bhawan,
Dussehra Maidan, Kota, Rajasthan, 324007



CIN: U75232RJ2016SGC0564

Tel: 0744-2502293 | Fax: 0744-25012
E-mail: ksclkota@gmail.com, nnkota@gmail.cc

No.: KSCL/2020-21/323

Date: 22/09/2020



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Tel: 0744-2502293, Fax: 0744-2501282
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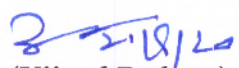
NOTICE INVITING APPLICATION FOR THE POST OF CITY DATA OFFICER KOTA SMART CITY LTD.

No.: KSCL/

Date:

Applications are invited for the post of **City Data Officer (CDO)** on full time contract with renewal basis in Kota Smart City Limited to achieve the objectives of Data Smart Cities Strategy under the Smart City Mission in Kota Smart City.

Job specifications and application form may be downloaded from www.kotamc.org. Applications by eligible and willing candidates along with necessary documents may be forwarded to the Chief Executive Officer, **KSCL KOTA**, A- Block, Second Floor, Rajeev Gandhi Bhawan, Dussehra Maidan, Kota, Rajasthan-324007, or can be e-mailed at ksclkota@gmail.com so as to reach this office by 20th Oct. 2020. Retired Government officials who are eligible can also apply.


(Ujjwal Rathore)
Chief Executive Officer
KSCL, Kota

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Application Form for the Post of City DATA officer (CDO)

Name	:	<input type="text"/>
Address	:	<input type="text"/>
DOB	:	<input type="text"/>
Qualification	:	<input type="text"/>
Experience	:	<input type="text"/>
Technical Skills	:	<input type="text"/>
Professional Skills	:	<input type="text"/>

Signature

Note: Candidate have to attach their resume along with the application form.

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Annexure - I

Job Specifications for City Data Officer

Parameter	Description
Name of Position	City Data Officer (CDO)
Reports to	Chief Executive Officer
Tenure	3 Months (Probation) + 1 Years (Full Time Contract with renewal)
Preferred Profile	<ul style="list-style-type: none">• Should have excellent people management skills and must have team lead experience of 10+ size team for at least 2 years in similar domain.• 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 - (ex. drafting proposals, functional specifications documents, partner communication, queries/grievance addressing, presentation skills), 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 Modeling, 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
Detailed Roles & Responsibilities	<p>Strategy: works with CEO and CTO to Responsibilities</p> <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.

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	<ul style="list-style-type: none">• 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 university students to help develop new projects.• 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 center.• 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 65 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">• At least 10 years of experience, of which five years of management experience leading data science, data engineering, technical, or operational teams• 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 endeavors and delivering solutions
Salary	Negotiable