

Job Description – Project Analyst (Intern)

Division	BISAG-N
Position	Project Analyst - Trainee
Internship duration	6 months
Stipend	Rs. 10,000 Per Month
Last Date to Apply	15 th December 2021
How to Apply	Email your CV at – siddharth.dhawan@digitalindia.gov.in
After successful completion of 3 months training / internship, in case any requirement / vacancies arises under the projects, BISAG-N may hold an assessment test and interview to hire suitable trainee / intern at fixed remuneration on contract basis.	

Job Overview

The role of the project analyst trainee is to help in taking requirements, making FRS, SRS, prepare project plan and execute e-gov projects effectively by providing critical data support on projects. They must also contribute to project planning, preparing, and maintaining documentation.

Roles and Responsibilities

- Gathering functional requirements, preparing wireframes
- Contributing to project planning, budgeting, and overall strategy
- Conducting and presenting a feasibility analysis for proposed projects
- Establishing key performance indicators
- Monitoring and evaluating the overall project
- Analysing project data and producing insights to optimize performances
- Identifying problems and shortfalls and offering solutions

- Maintaining current knowledge on legislation applicable to each project
- Preparing, reviewing, and maintaining project documentation and reports
- Maintain project contracts and financials
- Track, forecast, and information on project progress, including metrics and challenges

REQUIRED PROFILE

Education	Experience and Skills
Graduation: B.E/ B. Tech/ BBA / BMS / BBM	<ul style="list-style-type: none">• Good writing and communication skills• Documentation skills• Fundamental analytical and conceptual thinking skills• Experience creating detailed reports and giving presentations• Projects in IT / e-Gov