



Sl No	Designation	Min Qualification	Min Experience	No of vacancy	Location
1	Head IT	Bachelor's degree in Information Technology, Computer Science, Health Informatics or a related field	15-20 years of experience in IT management, with at least 5 years in a healthcare environment. Proven experience in managing large scale IT projects.	1	Head Office, Guwahati.

Roles and Responsibilities:

1. **Strategic IT Planning:** Conduct regular assessments of current technologies and trends, engage stakeholders in planning sessions and develop a roadmap for future IT developments that enhances clinical and operational outcomes.
2. **Infrastructure Management:** Oversee the deployment of hardware and software, manage network resources, ensure high availability of systems and plan for upgrades and scalability.
3. **System Integration:** Implement standards like Health Level Seven etc. for data exchange, coordinate with software vendors and lead efforts to integrate electronic health records with laboratory, radiology and pharmacy systems.
4. **Data Governance:** Develop data policies, establish data quality standards, implement access controls and regularly audit data usage and breaches to ensure compliance.
5. **Cybersecurity:** Implement firewalls, encryption and intrusion detection systems. Conduct regular security training for staff to raise awareness.
6. **Budget Management:** Prepare annual budgets, track expenditures, evaluate return on investment for IT projects and identify cost saving opportunities without compromising quality.
7. **Vendor Management:** Conduct thorough vendor assessment, negotiate contracts, manage service level agreements and regularly review vendor performance and compliance.
8. **User Support and Training:** Develop a helpdesk system for technical support, create user manuals and training sessions and gather feedback to improve IT services continuously.
9. **Project Management:** Use project management methodologies, define project scopes, assign tasks, monitor progress and conduct post implementation reviews.
10. **Performance Monitoring:** Establish key performance indicators for uptime, response times and user satisfaction and regularly review and report on these metrics to stakeholders.
11. **Disaster Recovery Planning:** Develop a comprehensive disaster recovery plan, conduct drills and simulations and maintain offsite backups to safeguard critical data.
12. **Telemedicine Implementation:** Evaluate and select telehealth platforms, train staff on usage, integrate with existing systems and monitor usage and patient satisfaction.
13. **Collaboration with Clinical Staff:** Conduct regular meetings with clinical teams to gather input, participate in clinical rounds to observe workflow and adopt IT solutions based on the real world feedback.
14. **Regulatory Compliance:** Stay updated on regulations, conduct compliance audits and implement necessary changes to policies and systems to meet legal requirements.
15. **Innovation & Research:** Stay updated on emerging technologies and leverage new technologies for improved patient care.