

Job Title: OCIO (Office of CIO) Manager				
Business Unit:	Cosmo First Ltd	Cost Centre:		
Location:	Delhi	Domain:		
Department; Group:	IT	Level:	Manager	
Last updated on:	13 th September 2022	Degree of Travel required to:	Low	
Key stakeholders	External		Internal	
	Vendors		Cross functional teams	
Reporting structure	Role directly reports to		Positions that report into this role	
	Head - IT		-	
Essential Qualifications	BTech/BSc			
Essential Experience	Project Management			
Functional Competencies	Understanding of IT processes			
Cosmo Competencies				
Proficiency Level	Basic	Intermediate	Advanced	Expert
Personal Impact				
Analytical Thinking		✓		
Drive for Entrepreneurship			✓	
Effective Communication			✓	
People Impact				
Collaboration for Success			✓	
Developing Self & Others		✓		
Accountability of Self & Others			✓	
Business Impact				
Managing Change & Innovation			✓	
Sustainable Customer Focus			✓	

Key Responsibilities:

- Review and improve Strategic Partnering with key vendors to ensure delivery of value
- Establish & regularly report on Value Realization Framework to ensure delivery of expected value of projects
- Define communication strategy for IT and guidelines to enable the IT teams to effectively communicate on achievements to the organization and with key stakeholders
- Play a key role in CapEx and OpEx planning & reporting
- Provide governance and IT Organizational expertise to IT managers to ensure timely delivery of projects
- Develop and deliver performance dashboards to drive improvements and optimization
- Develop, implement, and continuously improve IT Methodology frameworks for the Cosmo group of companies

Date:	13 th September 2022	Date:	
Prepared by:		Reviewed by:	