

## **ADVERTISEMENT FOR HIRING OF CONSULTANT – MIS (MANAGEMENT INFORMATION SYSTEM & COORDINATION)**

Footwear Design & Development Institute, popularly known as FDDI, working under the aegis of Ministry of Commerce & Industry, Govt. of India, invites applications from results driven professionals to strengthen MIS functions, streamline IT-enabled systems, and contribute to policy and administrative governance, to work as **Consultant - MIS (Management Information System and Coordination)**. The Consultant will play a pivotal role in streamlining and operations of FDDI and improve coordination between Head Office, Campuses and others Stakeholders. This position requires a strategic thinker with a strong business acumen and excellent communication skills. The following are the criteria and terms and conditions for the selection of the candidates:

### **1. Eligibility Criteria:**

- **Educational Qualification:**
  - Master's Degree in Business Administration (MBA)
- **Experience:** Minimum 15 years of professional experience in:
  - Managing IT-based MIS systems
  - Developing and overseeing corporate/government reporting systems
  - Formulating procedural frameworks
  - Driving organizational efficiency through data insights
  - Liaising with administrative and technical teams
- **Desired Expertise:**
  - Deep understanding of IT systems and enterprise MIS tools
  - Strong analytical and presentation skills
  - Experience in managing multi-stakeholder projects
  - Proven ability to implement administrative reforms
  - Excellent communication and leadership abilities

### **2. Key Responsibilities:**

- Develop and maintain robust MIS frameworks to support operational and strategic goals
- Handle implementation and integration of IT systems for real-time data management
- Establish reporting structures in alignment with corporate/government norms
- Contribute to administrative planning through data analysis and policy development
- Coordinate with stakeholders for system upgrades, audits, and compliance

3. **Compensation:** Consolidated payment, negotiable based on last CTC or other parameters. Increment per annum also negotiable.
4. **Period of Engagement:** will be initially engaged for a period of Two year.
5. **Functional Responsibility:** The consultant shall be reporting to Managing Director, FDDI.
6. **Age Limit:** Candidate should be below 58 years of age as on date.
7. **Method of Selection:** The selection of the candidates shall be through interview.
8. **Travelling Allowance & Daily Allowance:** The Consultant, if required, may have to undertake domestic tours subject to approval of competent authority. The entitlements for the tour shall be as per the E5 level of FDDI policy.
9. Interested candidates may apply in the prescribed format annexed herewith attaching the copies of relevant supporting documents (duly self-attested and scanned) regarding qualification, experience, age proof, etc. to email – jobs@fddiindia.com. The last date of submission of application in the prescribed format along with CV shall be 15 days from the date of publication of advertisement in the website.
10. Incomplete and detailed applications will not be considered. Only shortlisted candidates will be invited for the interview.
11. Last date of submission of application is 18.07.2025