

Job Description – IT Assistant

Designation	IT Assistant
Location	District Office
Employment type	Renewable fixed term contract
Report to	District Manager and IT Officer
Direct Reportees	None

Organization Background

Foundation to Educate Girls Globally (www.educategirls.ngo) is holistically tackling issues at the root cause of gender inequality in India's education system. Our comprehensive model reforms government schools through community ownership and reaches up to 90% enrolment, higher attendance and improved learning outcomes for all girls. Founded in 2007, the non-governmental organization has a management and outreach office in Mumbai and operations in Pali, Jalore, Sirohi, Ajmer, Bundi, Rajsamand, Bhilwara, Udaipur, and Jhalawar in Rajasthan and Jhabua in Madhya Pradesh. At this period, the organization is set to grow, and expand its reach of services beyond Rajasthan. As such, we have committed to launching interventions in multiple new geographies across India over the coming 3 years.

Job Responsibilities

1. Procurement and deployment of IT Assets

- Procurement of IT assets as per need of the district program in discussion with the IT Manager.
- Allocating IT asset to each staff based on need and requirement
- Tracking, tagging of IT assets | Maintenance of IT asset Database
- Maintenance of direct office assets such as Printer, router, Dongles, Pen drives

2. Maintenance and Service of IT assets

- Maintenance of IT equipment on regular basis | Bimonthly basis
- Maintenance of warranty details for new equipments
- Repairing of equipments based on need | Computers, Laptops, Mobiles
- Installation of original Antivirus programs in each PCs | Maintaining database
- Maintenance of Office network cabling, Wi-Fi network, monitoring usage

3. Mobile Tracking | Data collection Software

- Village | School Mapping | Tagging
- Tracking of staff movement | Reporting periodically | Monthly Once
- UAT | Testing and deployment of Data collection software
- Creating new user, transferring old user based on resignation or transfer
- Database of users to be maintained and updated

4. Staff Training

- Training staff in usage of mobile tracking application
- General Laptop | Computer usage

5. Other Support Functions

- Visit to field to track the usage of it equipments
- Allocate, train, set the donated PCs for Team Balikas
- Support training function in coordinating training functions, projector etc
- Support to other district IT Functions
- Support to other office staff in formatting documents, printing, scanning etc

6. Email ids

- Creating new email ids based on request
- Closure of email ids based on resignation

7. Back up

- Taking backups of all PCS while maintenance
- Maintenance of Backup in external hard drive

Education, Qualification and skills needed

- Hold a graduate degree in computer science
- Have a minimum of 1-3 years of experience in handling IT
- Good knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel), Windows OS, networking and hardware knowledge for trouble shooting

TO APPLY

Interested candidates with relevant experience are to e-mail their **CVs and covering letters** to jobs@educategirls.ngo

IMP:

- Please clearly state **the role and district** that you are applying for in the email subject line.
- Please clearly mention **current/last drawn compensation** and expected compensation.

For further details about organisation please visit www.educategirls.ngo