

## Job Description – IT Assistant

<b>Designation</b>	IT Assistant
<b>Location</b>	District Office
<b>Employment type</b>	Renewable fixed term contract
<b>Report to</b>	District Manager or Assistant Operations Manager, IT Officer
<b>Functional reportees</b>	-
<b>Employment level</b>	Junior

### Organization Background

Established in 2007, Educate Girls (a project of 'Foundation to Educate Girls Globally') is holistically tackling issues at the root cause of gender inequality in India's education system that has helped to ensure over 90% enrolment and higher attendance as well as improved school infrastructure, quality of education and learning outcomes for all girls.

Our comprehensive model helps communities assess their school situation, initiate action plans and empowers them to sustain positive results at the lowest cost. Educate Girls believes that if girls in the most backward gender gap districts are educated now, they will have the potential to enter the formal economy, gain employment and lift their families out of poverty. By leveraging the government's existing investment in schools, Educate Girls delivers measurable results to a large number of beneficiaries and avoids duplication or parallel delivery of services.

Because of the sustainability and scalability of the model, Educate Girls has grown from a 500-school pilot project in the Pali district of Rajasthan to now serving thousands of schools, reaching millions of children in some of India's most remote areas. The non-governmental organization has a management and outreach office in Mumbai and operations in Rajasthan and Madhya Pradesh and is committed to launching interventions in multiple new geographies across India over the coming years.

For further details about organisation please visit [www.educategirls.ngo](http://www.educategirls.ngo)

### Our Values

<b>Gender Equality</b>	Being able to treat people equally irrespective of gender
<b>Integrity</b>	Possess the ability to “know and do” what is right
<b>Excellence</b>	Being outstanding or extremely good, striving to lead by performance excellence
<b>Collaboration</b>	Working effectively and inclusively with a range of people both within and outside of the organization
<b>Empathy</b>	Being able to understand and share the feelings of another and use that understanding to guide our actions

### Our Competencies

<b>Strategic Thinking</b> – Think big yet act focused	<b>Taking Ownership</b> – Feel responsible & accountable	<b>Analytical Thinking</b> – Stay true to your data
<b>Developing Talent</b> – Growing and taking people together		<b>Ensuring Alignment</b> – Think differently but work together

### Job Profile

#### Overview of the role:

The IT Assistant is the information technology in-charge for the district operations. S/he handles the procurement, deployment of its assets, managing them, and any other matters that relate to information technology implementation in district. S/he will be responsible for all IT operation at District level.

## Areas of Responsibility:

### 1. Procurement & deployment of IT Assets

- Procurement of IT assets as per need, budget, approval, purchase order at district level in discussion with IT officer and Manager.
- IT Budget Planning as per IT Policy and Instructions received

### 2. Asset record Maintenance

- Allocating IT asset to each staff based on need and requirement.
- Tracking, tagging of IT assets, Mobile | Maintenance of IT asset & Mobile Record in stock register & Database. Maintaining repair and maintenance records
- Maintenance of district office assets
- Develop strategy/ planning for IT structure for office in written (internet, printer, backup, data confidentiality of backed data.
- Maintenance of district data backup in external storage as per policy/guidelines

### 3. Asset maintenance

- Maintenance of IT equipment on regular basis
- Repairing of equipment's based on need | Computers, Laptops, Mobiles
- Safeguarding the IT assets in the office and stand by IT equipment including mobile phones by proper storage and record keeping.
- Installation of application and software maintenance (MS office, Outlook & other office applications as and when requested with approval)

### 4. Application Management

- Village | School Mapping | Tagging, Furnish staff movement (Mobile Tracking) report on request - Monthly Once
- Database of users to be maintained and updated
- Support on PMS application installation, Troubleshooting and Activity on both mode offline and online.
- Drafting guidelines, policy, manual etc. as and instructed by functional head
- ID's creation and deletion as on request on various application.

### 5. Reporting

- IT vertical regular reporting should be shared on time and properly Like : Monthly report, Asset details, Backup details, Antivirus, MPR, Action Plan, Visit information and leave information, Daily report updation on google sheet. Support to other district IT Functions
- Preparing reports on the functional process, status as and when instructed by functional head
- Preparation for Block , District & regional Meeting and provide related data on time

### 6. Other support Function

- Visit to field to track & Monitor the usage of IT equipment's along with HR/ Admin person Closure of email ids based on resignation.
- Field Visit to handhold users for Mobile tracking & Application
- Support to other district IT Functions

### 7. Training & Induction

- Conduct Trainings for staff & Block officers handling mobile, application and laptops etc. Conduct training for FC to handling Mobile.
- Regular Handholding to staff on using IT assets as and when required.
- Provide IT induction to New Joinee's.

## Preferred Education Background:

- Hold a graduate degree in computer science or any other Technical certification in related field.

**Preferred Work Experience:**

- Have a minimum of 1-3 years of experience in handling IT Services

**Preferred Skill Set:**

- Good knowledge of computer - Windows and Microsoft Office applications (Outlook, Word, Excel), Windows OS, networking and hardware knowledge for trouble shooting, Excel knowledge for MIS and report making, Experience to provide training and presentation.
- Good knowledge of Mobile devices troubleshooting.
- Good knowledge of inventory management.
- Good communication and interpersonal skills.

"Educate Girls is committed to achieving 50/50 gender balance in its staff. Female candidates are strongly encouraged to apply for this position."

