

## Job Description – IT Officer

<b>Designation</b>	IT Officer
<b>Location</b>	District Office
<b>Employment type</b>	Renewable fixed term contract
<b>Report to</b>	Regional Manager and IT Manager
<b>Direct reportees</b>	IT Assistants

### Organization Background

Foundation to Educate Girls Globally ([www.educategirls.ngo](http://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 Profile

The position of IT Officer will manage a team of District IT Assistants and also work on IT matters in the district of deputation. Should be able to manage and implement IT function as per IT Policies and Procedures and ensure that all the Districts under supervision are IT enabled.

### Key areas of responsibilities:

- Responsible for IT initiatives, assistance in mobile tracking project
- Responsible for complete IT administration in Districts of Educate Girls
- Providing IT support to the District staff
- Assist IT Manager in planning and implanting IT requirements of the Districts.

### Specific Responsibilities:

#### 1. Team Management

- Manage a team of District IT Assistants and seek periodic reporting on tasks undertaken and plan for next period.
- Review the work of IT Assistants and report to IT Managers periodically.

#### 2. Deployment of IT Assets

- 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

### **3. Maintenance and Service of IT assets**

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

### **4. 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

### **5. Staff Training**

- Training IT Assistants and district staff in usage of mobile tracking application
- General Laptop | Computer usage

### **6. Other Support Functions**

- Visit to field to track the usage of it equipment
- 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

### **7. Email ids**

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

### **8. Back up**

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

### **Education and other qualification/experience/skills needed for the job:**

- B.Tech / MCA / M.Tech. / M.Sc IT and 3 Yrs experience in related area.
- Proficiency in Microsoft Office applications (Word, Excel, Power point and Outlook)
- Ability to meet deadlines and adjust to changing priorities
- Attention to detail
- Excellent verbal and written communication skills
- Good background in computer hardware/software troubleshooting

**TO APPLY**

Interested candidates with relevant experience are to e-mail their **CVs and covering letters** to [jobs@educategirls.ngo](mailto: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](http://www.educategirls.ngo)

