

## Job Description – Assistant Manager IT

<b>Designation</b>	Assistant Manager IT
<b>Location</b>	Regional Office
<b>Employment type</b>	Renewable fixed term contract
<b>Report to</b>	Assistant Senior Manager IT, Regional Manager
<b>Functional reportees</b>	IT Assistants/Officers
<b>Employment level</b>	Middle

### 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 Assistant Manager IT has to supervise the IT Operations at all the regions across Educate Girls. Provide support and guidance on troubleshooting of hardware, software, networking issues. Liaison with vendors for services and hardware maintenance. S/he has to ensure that IT resources and services are available with full functionality to all

the users. S/he has to maintain records and documents related to IT Services and Inventory across all districts and regions and has to provide any reports as and when asked to present.

**Areas of Responsibility:**

**1. Procurement & deployment of IT Assets**

- Procurement of IT assets as per need, budget, approval, purchase order for all districts and regions.
- IT Budget Planning as per IT Policy and Instructions received.

**2. Asset record Maintenance**

Supervising IT Officers and IT Assistants on following:

- Allocating IT asset to each staff based on job role , need requirement .
- Tracking, tagging of IT assets, Mobile | Maintenance of IT asset & Mobile Record in stock register & Database. Maintaining repair and maintenance records

**3. Asset maintenance**

Supervising IT Officers and IT Assistants on following :

- Finding and doing liaison with reliable, authorised vendors for maintenance of IT equipment at all districts under her/him.
- Repairing of equipment's based on need | Computers, Laptops, Mobiles
- Ensuring that all districts under her/him are completing Installation of application and software (MS office, Outlook & other office applications as and when requested with approval)

**4. Application Management**

Supervising IT Officers and IT Assistants on following :

- Ensuring that Village | School Mapping | Tagging and different reports are submitted on time
- Database of users to be maintained and updated
- Support on PMS application installation, Troubleshooting and Activity on both mode offline and online.
- ID's creation and deletion as on request on various application.

**5. Reporting**

Supervising IT Officers and IT Assistants on following :

- Sharing regular IT Reports : Monthly report, Asset details, Backup details, Antivirus, MPR, Action Plan, Visit information and leave information, Daily report updating on google sheet. Support to all districts for IT Functions
- Preparing reports on the functional process, status as and when instructed by functional head.
- Preparation for 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
- Field Visit to handhold IT Staff for Mobile tracking & Application

**7. Training & Induction**

- Regular Handholding to IT staff on all IT related issues of Policy, Maintenance, Inventory, Services
- Provide IT induction to New Joiners
- Preparing Training documents on the instructions of Director IT.

**Preferred Education Background:**

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

**Preferred Work Experience:**

- Have a minimum of 5-6 years of experience in handling IT Services

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**Preferred Skill Set:**

- Good knowledge of computer hardware, networking, software, applications.
- Good knowledge of Mobile devices troubleshooting.
- Good knowledge of management information system, inventory management, vendor management.
- Excellent communication, presentation and interpersonal skills.
- Good leadership quality to motivate, guide, lead the team of 20-25 subordinates.
- Work as part of a team in stressful situations; maintain composure and sense of humor in the face of heavy workload.
- Able to show respect to other cultures and work in a culturally diverse environment

COMPENSATION : Up to 5 lpa CTC

**TO APPLY**

Please write to [jobs@educategirls.ngo](mailto:jobs@educategirls.ngo)

Please clearly state (1) Job Title, (2) Job Location, (3) Current Salary, (4) Expected Salary in your application.

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