

Job Description – Assistant Manager IT

Designation	Assistant Manager IT
Location	Head Office, Mumbai
Employment type	Renewable fixed term contract
Report to	Director IT
Functional Reportee	-
Employment level	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

Our Values

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

Our Competencies

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

Job Profile

Overview of the role:

The Assistant Manager IT has to develop mobile/PC software /applications that assist Educate Girls in their work. S/he also has to oversee, support and fix any defects, problems that are found in the software/application once they go live within given timeline. S/he will be responsible to maintain servers and webpage. S/he will be responsible for maintaining network availability and vendor management for network and software services.

Areas of Responsibility:

- Developing applications and software to be used by employees and associates of Educate Girls
- Reviewing current systems, improving and fixing wherever needed
- Presenting ideas for new system updates, including cost proposals
- To understand the strategic requirement and work flow and then implement the same in the application/software
- Producing detailed specifications and writing the program codes. Testing the product in controlled, real situations before going live
- Preparing documents as directed by Director IT
- Fixing defects and inconsistencies based on the feedback of the users
- Continuously updating the system with new improvements especially the user interface
- Making apps/software increasingly user-friendly
- Developing webpage for Educate Girls
- Maintaining Applications of HRMS,PMS etc
- Maintaining cloud services and infrastructure
- Maintaining G-Suite , Creating/Deleting email profile
- Doing liaison with vendors for IT services
- Maintaining LAN of Office
- Automating System as an when required

Preferred Education Background:

- Hold a graduate degree in computer science.
- Diploma in Software, Hardware and Networking.
- Certifications in technologies like ASP.NET, JAVA etc

Preferred Work Experience:

- Overall minimum experience of 4 years on Software development, IT Networking, Web development and Cloud service management
- Have a minimum of 2 years of experience in handling software development
- Minimum 2 years of experience on Web development
- Minimum 2 year of experience on Cloud services management.

Preferred Skill Set:

- Good knowledge of ASP.NET, JAVA, Android, MS SQL, JQuery, Bootstrap, HTML5, CSS3, AJAX etc.
- Excellent knowledge of IIS and FTP.
- Excellent knowledge of software development, Webpage Designing, Networking and Cloud Services (Azure, AWS, GCP).
- Good knowledge of WordPress and other CMS tools. Basic knowledge of Salesforce.
- Good communication and interpersonal skills. Good analytical capabilities and grasping capacity.

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