

## Job Description – IT Officer (Hardware & Networking)

<b>Designation</b>	IT Officer (Hardware and Networking)
<b>Location</b>	Head Office
<b>Employment type</b>	Renewable fixed term contract
<b>Report to</b>	Director IT
<b>Functional Reportee</b>	-
<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 IT officer (Hardware & Networking) has to set up IT hardware networking for different office locations using latest information technology. S/He'll responsible to maintain 100% serviceability of hardware systems and devices. 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, WAN and LAN. S/he will be responsible for maintaining network availability and vendor management for hardware and network services.

**Areas of Responsibility:**

- Setting up centralised server for organisation implementing data security and high availability.
- Centralisation of Tally server on RDC for all the office locations.
- Maintaining Azure cloud services and infrastructure.
- Maintaining LAN of Office, attending and troubleshooting Issues of computers, accessories and peripheral devices.
- Doing liaison with vendors for IT services and procurement. Market Survey.
- Maintaining G-Suite account. IT Inventory management and records updation.
- Preparing MIS, Reports, SoPs other documents as directed.
- Presenting ideas for new system updates, Automation including cost proposals
- To understand the strategic requirement and work flow and then implement the same.
- Continuously updating the system with new improvements especially the user interface

**Preferred Education Background:**

- Hold a graduate degree in Computer Science.
- Diploma and Certification in Hardware and Networking.
- Certifications in Cloud Computing (Microsoft Azure), IT services and Infrastructure (ITIL).

**Preferred Work Experience:**

- Overall minimum experience of 4 years on IT Hardware, Networking and Server management.
- Have a minimum of 4 years of experience in handling troubleshooting of Computers, Accessories and Peripheral devices.
- Minimum 2 years of setting up LAN, WAN, File Server, Firewall.
- Minimum 2 year of experience on Cloud services management.
- Minimum 2 years of experience of Vendor Management, MIS, Reporting on IT services.

**Preferred Skill Set:**

- Excellent knowledge and experience of setting up Local Area Network, File server, Firewall, Network Security, IT Security Policies, Access management, ITIL.
- Excellent knowledge of Cloud Server (Microsoft Azure), Data Backup, DC-DR.
- Excellent knowledge of troubleshooting laptops, desktops, printer , scanner issues
- Basic knowledge of Salesforce, HRMS, Webpage Design,
- Good communication and interpersonal skills. Good in MIS. Good analytical capabilities and grasping capacity.
- Experience on software programming in ASP.NET and JAVA will be a plus point.

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