

Job Description – State IT Senior Analyst

Designation	State IT Senior Analyst
Department	IT
Location	Prayagraj
Employment Type	Renewable Full Time Employment Contract
Report to	IT Lead, State Operations Lead
Positions reporting to this role	District IT Analysts

Organization Background

Established in 2007, Educate Girls' is a non-profit that focusses on mobilising communities for girls' education in India's rural and educationally backward areas.

Strongly aligned with the 'Right to Education Act' or the 'Samagra Siksha', Educate Girls is committed to the Government's vision to improve access to primary education for children, especially young girls.

For further details about organization 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

Areas of Responsibility

Procurement & deployment of IT Assets

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

Asset record Maintenance

- Allocating IT asset to each staff based on need and requirement at regional office. Guiding IT Assistants on allocation of assets at district level.
- Tracking, tagging of IT assets, Mobile | Maintenance of IT asset & Mobile Record in stock register & Database. Maintaining repair and maintenance records
- Maintenance of regional office assets
- Develop strategy/ planning for IT structure for office in writing (internet, printer, backup, data confidentiality of backed data) on the basis of IT Policy and instructions received.
- Maintenance of regional office data backup in external storage as per policy/guidelines

Asset maintenance

- 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
- Safeguarding the IT assets in the office and stand by IT equipment including mobile phones by proper storage and record keeping.
- 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)

Application Management

- Ensuring that Village | School Mapping | Tagging and different reports are submitted on time - Monthly Once
- 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.

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 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

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 regional IT Functions temporarily.

Training & Induction

- Conduct Trainings for staff on handling mobile, application and laptops etc. Conduct training for IT assistants.
- Regular Handholding to staff on using IT assets as and when required.
- Provide IT induction to New Joiners

Education Background

Graduate degree in computer science or any other Technical certification in related field.

Work Experience

Minimum of 3-5 years of experience in handling IT Services

Skills Set

- **Soft skills:**
 - Excellent communication, presentation and interpersonal skills.
 - Good leadership quality to motivate, guide, lead the team of 5-10 subordinates.
 - Work as part of a team in stressful situations; maintain composure and sense of humor in the face of heavy workload and constant interruptions
 - Able to show respect to other cultures and work in a culturally diverse environment
- **Technical skills:**
 - Good knowledge of computer hardware, networking, software, applications.
 - Good knowledge of Mobile devices troubleshooting.
 - Good knowledge of management information system, inventory management, vendor management.

Travel requirement

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