

IT Officer

Qualification:

1. First Priority: Masters in Computer Sciences/Bachelors (Honors) in CS
2. Second Priority: Master in IT/Bachelors (Honors) in IT

Experience: At least 4 years of working experience in designing and maintaining an MIS system with special emphasis in developing websites and associated data bases. Experience should include at least 2 years of experience in software development environment such as a software house. Proven record of professional website designing layouts etc. with experience in HTML, Java scripting & CSS. Have an eye for creativity & design sense. Knowledge of hardware troubleshooting & configuration of laptops, desktops, internet devices & routers.

Job Summary

IT Officer provides technical assistance in all matters related to design, development, up-gradation, evaluation and revision of Information System software packages for project activities as well as network maintenance and internet devices monitoring across all centers.

Terms of Reference:

- IT officer provides technical support for the development and maintenance of MIS included in grant activities.
- IT Officer assists program staff in development and modification of existing system in consultations with relevant stakeholders (PACPs/SRs, Service Providers, Managers etc.)
- IT Officer provides technical assistance and troubleshooting/maintenance of MIS.
- IT Officer supports IT skills development throughout the programme and assists the Training Officer in delivering MIS related trainings.
- IT Officer may be required to independently develop smaller software tools for facilitating the work of project staff.
- IT Officer collates, reviews data generated at project sites and produces reports for programme staff as required.
- IT Officer contributes to analysis and verification of this data under guidance of program staff.
- IT Officer ensures the application of confidentiality and security protocols in MIS tools developed for project activities.
- IT Officer supports project activities by maintaining network infrastructure including routers, systems & laptops at all times and ensuring uninterrupted online activity to all the staff.