

AROH Foundation, an ISO Certified organization of national repute working towards social upliftment in multiple sectors like education, livelihood, health and sanitation, etc., seeks dynamic and motivated professionals with relevant experience.

Position: Manager – IT & MIS

Location: Sector-7, Noida, Uttar Pradesh

Experience: 5 to 10 years

Remuneration: No bar for suitable candidate

Job Summary:

The IT & MIS Manager is responsible for managing both IT infrastructure and Management Information Systems (MIS) to ensure the organization's technology and data systems are efficient, secure, and aligned with business needs. The role combines expertise in IT management with the ability to oversee the development, maintenance, and analysis of data systems and reporting tools. The individual in this position will collaborate with cross-functional teams to drive technology solutions and data-driven decision-making across the organization.

KEY RESPONSIBILITIES OF MIS MANAGER

Optimize Data Collection and Storage and Analysis

1. Ensure continuous and timely collection, storage and analysis of data from project location
2. Improve collection and analysis processes to reduce errors and minimize time delays
3. Provide support in Summarize/ aggregate data at state level, and contribute to organization-wide aggregation
4. Solution oriented and having ability to work on web-based module.
5. Maintaining Data Quality of the allocated states
6. Design and maintain an excel based database system that improves ability to inform program implementation, analyse data and identify trends
7. Prepare data reports (tables, charts, narratives, visuals) at regular intervals and ad hoc as needed to respond to requests for information.
8. Review data being collected in order to locate and fix problems with data entry or integrity.
9. Compile and review the monthly numerical report and send to manager with feedback.
10. Assist in developing formats for collecting the information at the field level.
11. Regular field visit for monitoring and observation of project activities
12. Perform other job-related duties as requested.

KEY RESPONSIBILITIES OF IT MANAGER

Network & Connectivity Management:

1. Troubleshoot and resolve network-related issues, ensuring seamless connectivity across LAN, internet, and intranet.
2. Coordinate with the internet service provider (ISP) for network maintenance, upgrades, and issue resolution.
3. Configure and maintain routers, firewalls, and other networking devices.

4. Ensure reliable and efficient data communication between different locations, departments, and remote users.

Hardware & Software Management:

1. Oversee the management, maintenance, and upgrade of all computer hardware (e.g., RAM, HDD, processors).
2. Manage software installations and updates across all systems, ensuring compatibility and optimal performance.
3. Install, configure, and maintain printers and other peripheral devices.

Database Management:

1. Monitor and optimize database performance, ensuring efficient use of system resources.
2. Implement regular database backups and recovery protocols to protect business-critical data.

Data Security & Backup:

1. Implement and manage firewalls, antivirus, and other data security systems to protect the organization's IT infrastructure from threats.
2. Regularly update security software to safeguard against new vulnerabilities.
3. Oversee the implementation of data backup solutions and ensure timely and accurate backups of critical data.
4. Manage data recovery processes in the event of system failures, ensuring minimal downtime.

Windows Installation & Management:

1. Perform operating system installations (Windows) on desktops and servers.
2. Ensure all systems are up-to-date with the latest patches and updates.

Team & IT Support:

1. Supervise and provide technical support to end-users across various departments.
2. Lead troubleshooting and resolution of complex IT issues related to hardware, software, and networking.
3. Provide training and support to staff on IT systems and protocols.

IT Strategy & Planning:

1. Plan and implement IT initiatives aligned with organizational goals.
2. Monitor and evaluate IT systems for efficiency and scalability, proposing upgrades or improvements when necessary.
3. Manage IT budgets and ensure cost-effective use of technology.

Documentation & Reporting:

1. Maintain detailed records of IT infrastructure, including hardware inventories, software installations, and network configurations.
2. Prepare and present regular reports on IT performance, system uptime, and issues resolved.

QUALIFICATION AND EXPERIENCE

1. Candidate should be MCA and have knowledge of ASP.NET, MS SQL, Visual Studio, C#, MVC, Java & System Management.
2. 5-8 years' experience in data management.
3. Strong knowledge of MS Excel, MS SQL.
4. Advanced excel skills is required with the ability to create excel based tools using complex formulas, pivot tables, V Lookup, H Lookup and merging of multiple formulas, create graphs etc.
5. Excellent data cleaning and data analysis skills including strong attention to detail.
6. Experience working with and creating databases and dashboards using all relevant data to inform decisions.

SKILLS AND COMPETENCIES

1. Quick learner, open to new ideas and innovations
2. Creative and critical thinking skills
3. High level of competency in managing data information.
4. Ability and willingness to travel within India, Ability and willingness to work a flexible schedule
5. Ability to foster and maintain a spirit of unity, teamwork and cooperation
6. Sensitivity in working with multiple cultures and beliefs, and to gender equity

Essentials: Smart Phone and Laptop, interested to travel at project location

How to Apply:

Interested candidates who meet the qualifications are invited to submit their resume along with a photo detailing their relevant experience through the following link: [Apply Here](#).

We thank all applicants for their interest in AROH Foundation, but only those selected for an interview will be contacted.