

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 & Web Developer

Location: Sector-7, Noida, Uttar Pradesh

Experience: 5 to 7 years

Remuneration: No bar for suitable candidate

Job Summary

The Manager – IT, MIS & Web Development will lead the design, development, and maintenance of IT infrastructure, Management Information Systems (MIS), and web-based software solutions. This role requires hands-on expertise in .NET technologies, web development, data management, and IT operations. The position entails overseeing the technology strategy, managing system security, ensuring reliable data analytics, and aligning IT solutions with the organization's mission and objectives.

Key Responsibilities

IT & Infrastructure Management

- Plan and execute IT strategies in alignment with organizational goals.
- Supervise installation, configuration, and maintenance of servers, desktops, routers, and printers.
- Oversee internet, LAN, and intranet connectivity across multiple project locations.
- Ensure system security via firewalls, antivirus software, and regular patch updates.
- Manage data backup, recovery procedures, and minimize downtime.

MIS and Data Systems

- Develop and maintain MIS systems and tools to collect, store, and analyze project data.
- Design Excel-based and SQL-driven dashboards and databases for program implementation tracking.
- Ensure high data quality, accuracy, and timely reporting.
- Summarize and present program data in the form of charts, reports, and dashboards for stakeholders.
- Conduct regular field visits for data verification and monitoring.

Web and Software Development

- Design and develop web-based applications using ASP.NET, C#, MVC, MS SQL, and Azure.
- Execute full software development lifecycle (SDLC) from requirements to deployment.
- Integrate modules and third-party applications into core systems.
- Maintain and upgrade existing systems with new features and security patches.
- Ensure software documentation, coding standards, and testing protocols are followed.

Team Leadership & Support

- Lead and mentor a team of IT professionals and developers.
- Provide troubleshooting support to users for IT and software issues.
- Conduct training sessions for staff on IT tools and data systems.
- Coordinate with cross-functional teams for system enhancements and feedback.

Required Qualifications & Experience

- MCA / B.Tech / BSc in Computer Science or a related discipline.
- 7–12 years of professional experience in IT management, MIS, and software/web development.
- Proficient in ASP.NET, C#, MVC, MS SQL, Visual Studio, Azure, and Java.
- Strong understanding of data security, system architecture, and software engineering.
- Expertise in advanced Excel functions including VLOOKUP, HLOOKUP, pivot tables, dashboards, and data visualization.
- Experience in developing web-based modules and managing relational databases.

Skills and Competencies

- Strong leadership and team management skills.
- Critical and creative problem-solving ability.
- Excellent written and verbal communication.
- Attention to detail and a commitment to data accuracy.
- Adaptability to a fast-paced and evolving work environment.
- Willingness to travel to project locations across India.
- Proficiency in AI tools is essential.

Essential Requirements

- Personal laptop and smartphone.
- Flexibility for travel and extended work hours if needed.

How to Apply

Send your updated CV along with current and expected salary, notice period, and a recent photograph to hr@aroh.in. Only shortlisted candidates will be contacted.

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.