

Position: Consultant (Information Technology)
Job Code: 08

Number of Posts: One

Educational Qualifications:

B.Tech/B.E/MCA/MSc (Computer Science/Information Technology/Electronics etc.) from a reputed UGC/AICTE recognized institution, with a very good academic record throughout.

Experience:

- A minimum of 8 (eight) years of post-qualification professional hands-on experience in planning, organizing, managing, optimizing and maintaining IT assets including network infrastructure, server and client infrastructure and data communications systems along with related software.

Desirable Qualifications / Experience:

- Work experience in higher educational institutions of high repute such as IIMs, IITs etc. or organization of repute.

Age: Not more than 40 years as on closing date of applications.

Roles and Responsibilities:

- Attend to IT needs of faculty, students, staff and others in a time-bound manner
- Design, maintain and host the Institute's website.
- Maintain social media presence of the Institute, up-to-date
- Ensure timely maintenance of IT Assets and their optimal performance
- Ensure regular maintenance and scheduled/timely data backup, storage, retrieval etc.
- Manage the IT outsourced team of IT facilities management
- Assist in designing the IT blueprint for the permanent (new) campus and in the implementation of the same
- Coordinate and ensure interruption-free operation of the Institute's Internet and intranet facilities
- Take charge of all server, client and network related tasks
- Handle the Data Centre independently
- Design, assist in deployment, installation and support of network systems.
- Trouble-shoot, analyze and rectify / assist in the rectification of IT and network related issues
- Determine IT requirements in tune with Institute's growing requirements
- Maintain and manage VPNs
- Establish service level agreements with vendors/service providers
- Co-ordinate effectively with third-party agencies, vendors and service providers and ensure smooth and streamlined operations
- Prepare/assist in the preparation of RFPs, bid proposals, e-tendering, contracts, scope of work reports, and other documentation for IT related Agreements.
- Install, maintain, manage and ensure effectiveness of security solutions, including firewalls, anti-virus software,

- intrusion detection systems to ensure high-availability and secure access
- Prepare and maintain documentation of network architecture, configurations and cabling layouts
- Train systems personnel and users
- Organize Video Conferences (e.g. Skype calls) with third parties as needed
- Set up and manage e-mail services
- Manage IT asset inventory
- Any other tasks assigned from time to time

Technical Knowledge / Skills

- Good knowledge of Server/Client Operating Systems, network (including Wi-Fi) technologies, routing protocols
- Good knowledge in HTML, Joomla, Wordpress, Drupal, PHP, MySQL etc.
- Good knowledge of MS Office

Key Skills/Abilities/Knowledge required:

- Excellent interpersonal skills with a solution-oriented mind-set
- Maturity and high integrity
- Be dynamic, self-motivated and possess professional competence to provide total IT support for all the activities of the Institute
- Be able to work independently, with timely follow up and customer service orientation
- Have strong commitment to service and willingness to work in a demanding work environment
- Good communication skills in English – oral and written
- Ability to prioritize work and effectively manage the same
- Be open and flexible to work beyond normal working hours as per the requirements
- Be capable of handling the queries independently and efficiently
- Be open minded, sincere, honest, accountable, and be a team player with positive attitude

Terms & Conditions of Appointment

1. Place of work: Visakhapatnam, Andhra Pradesh, India
2. Nature of appointment: Contractual
3. Tenure: Up to five years. Fixation of tenure based on qualifications and experience. Extendable on mutually agreeable terms. Terminable with three-month notice or compensation in lieu thereof, from either side, any time during the contract period.
4. Compensation: Gross consolidated salary generally comparable to similar positions/levels in the Institute, but based on qualifications, experience, last pay drawn and, nature and extent of fit with the Institute's requirements.
5. Benefits & Annual Increments: As generally applicable to comparable positions/levels in the Institute.

Important Points and Dates to remember

1. Interested and eligible candidates are invited to apply using the prescribed online application format only, available on the (www.iimv.ac.in/careers) page. All information furnished MUST be based on supporting documentation. Incomplete/incorrect applications are liable to be rejected.
2. However, at this stage of application, copies of certificates NEED NOT be attached/submitted. Such proof would be sought ONLY from short-listed applicants.
3. Applications should be complete in all respects. Additional sheets as needed may be used and referenced suitably, as part of the CV.

4. All online applications (along with CV) should be received on or before **September 29, 2017, 1600 Hrs.** No hardcopy application would be considered. It is reiterated that no copies of certificates need be enclosed at this stage.
5. In case of any difficulty in filling/submitting the online application, please contact staffrecruit@iimv.ac.in by giving your name and contact details and clearly describing the specific issue.
6. Selected candidate is expected to join latest by **November 30, 2017.**

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