Department Of Information Technology

Job Title:

IT Executive

Reporting to:

IT Manager

Brief of Job Profile:

IT Executive shall ensure that the hardware and software used by University is compatible, secure, and scalable. He/ She will also be responsible for managing our internal network and providing support for our staff. He/ she will also look for ways to grow our networks in a cost-effective manner to meet future needs.

Roles and Responsibilities:

1. Strong proficiency in trouble shooting hardware and software issues.

2. Provide support to all departments in hardware, software, and network related issues.

3. Experience in managing LANs, WANs, and VPNs.

4. Knowledge of Firewall Management

5. Familiarity with system installations like laptop/desktop installations.

6. Knowledge of installing different operating systems-Windows, macOS, Linux.

7. Must understand digital security tools like two factor authentication etc.

8. Must understand Cloud Security tools.

9. Knowledge of data back-ups, cloud drive handling is a big plus.

10. Knowledge of latest hardware, software, and networking tools in the market.

11. Configure, install, and maintain IT systems.

12. Configure, install and maintain laptops and workstations.

13. Ensure that there is data security enabled like two factor authentication systems.

14. Keep a close watch on system performance to ensure there is optimization of system speeds and costs.

15. Other responsibilities as assigned by the reporting officer.

Minimum Eligibility Criteria:

1. Education: A bachelor's degree or Diploma in Computer Science, Information Technology or a related field.
2. If not a bachelor's degree in the above, then a certification and diploma in CompTIA A+, MCITP, CCNA from reputed institution.
3. Language: English and Hindi are minimum essential requirements.

Key Competencies requirements:

1. Ability to communicate to non-technical staff on the thought and process behind the technical issues that have taken place.
2. Ability to prioritize tasks and resolve them under time constraints.
3. Strong analytical skills to solve problems quickly and judiciously.
4. Present effectively on the current situation of security infrastructure in the University.
5. Ability to multitask in a high-pressure environment.
6. Can resolve conflict when it comes to data downtime, maintenance issues that can arise in the University from time to time.