

**Job Title:**

IT Manager

Brief of Job Profile:

IT manager 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. Plan, execute, monitor and oversee the installation and maintenance of computer systems, hardware, and networks
2. Design, implement and maintain the organizations network infrastructure including WAN, LAN, wireless networks, EPABX system, Bio Metric System and CCTV System.
3. Develop and implement policies related to network security, disaster recovery, and IT infrastructure
4. Analyze resource utilization and develop strategies to optimize performance
5. Establish, measure, and define IT goals and maintain an IT roadmap
6. Monitor and analyze the success of IT initiatives and projects and continually develop and evaluate new technologies and tools for the BSDU
7. Direct the activities of the help desk to ensure the IT needs of users are met
8. Manage development projects to integrate new technologies into existing systems
9. Perform ongoing support and maintenance of all hardware, software, and network components
10. Establish a security policy to safeguard information by seeing that security risks are accurately identified, assessed, reported, and mitigated
11. Managing the IT infrastructure of both campuses of BSDU
12. Troubleshoot hardware and software issues related to internal IT
13. Managing the IT staff and keeping the executive team up to date on the latest networking technologies
14. Work closely with departmental heads/managers to determine the maintenance and growth needs of the network
15. Responsible for creating and administering disaster plans that will keep the company functional in the event of a crisis
16. Prepare and execute IT budget



Minimum Eligibility Criteria:

1. Education: A bachelor's degree or Diploma in Computer Science, Information Technology or a related field.
2. Experience: At least five years of experience as IT Manager in University or in a large research organization.
3. IT Certifications such as CompTIA, CISCO, Microsoft and Linux
4. Language: English and Hindi are minimum essential requirements.

Key Competencies requirements:

1. Comprehensive understanding of network architecture and client/ server technology.
2. Strong problem solving and communication skills required.
3. Software development abilities preferred.
4. Strong troubleshooting and problem solving skills