General information and identification of the job:

Name		Designation	Head-IT schools
Function	ICT	Reporting to	Head Education and Child Development

Functional Areas

- Information Technology (IT) Software & Network Administration, Maintenance,
- Data warehousing,
- ICT and Data Security,
- IT Applications and License management

Job Purpose

To provide Information Technology (IT) direction in the 10 Educational Institutes and to ensure appropriate use of information systems to support business requirements within the framework of the IT Strategy and Data protection.Collaboration with the National Management Team, and the Project Directors across India.

Areas of Responsibility

- To direct and oversee the design, development, and implementation of the ICT strategy and the management solutions for all offices and project locations across India.
- To oversee and maintain a secured ICT platform for the entire ICT operations ensuring appropriate controls are implemented and maintained to required standards.
- To develop and implement all ICT policies and procedures, including those for architecture, security, data protection, disaster recovery, standards, purchasing, and service provision as per National or/and International standards as the case may be.
- To oversee provision of end-user services at the projects level, including help desk and technical support services.
- To manage IT vendor relations.
- In close collaboration with the NMT and Project Heads, identifying and leading on strategic projects that address and optimize productivity across all India offices/projects.

- The ideal candidate has strong leadership, strategic IT project and budget management skills and excellent communication capabilities to capture demand, identify opportunity, and drive change.
- Ensure effective IT training and consistent employee onboarding processes for all new India joiners in India.
- Achieve optimal service levels and cater to the Donor requirements w.r.t. donated Hardware and Software licenses.
- Provides status updates and communicates frequently with/ to end-users across all projects as well as with the regional support and management teams.
- Maintain configurations of all computer systems according to established standards (Follow defined Computer KPI's).
- Ensure that staff make effective use of IT equipment and systems
- Promote a cost-benefit conscious culture with regard to investment in IT; ensure visibility of IT expenditure and assets in the region
- Oversee the development, design, and implementation of new applications and changes to existing computer systems and software packages.
- Responsible for the development, review, and certification of all back-up and disaster recovery procedures and plans.
- Ensure security of IT assets as well as proprietary, sensitive information from external as well as internal stakeholders.
- Responsible for development, implementation and sustenance of India's Global privacy and data protection program.
- Work with internal legal team/ other functional groups to design , deploy and maintain appropriate privacy and confidentiality consent, authorization forms and information notices and materials.

Qualifications & Experience:

Education:

B.E or B.Tech

A+ Certification or equivalent work experience.

ITIL Foundation certified and PMP certification is desirable

At least 8 years of experience in a cross- cultural environment (through projects or an operational role)

M. Tech or/and MBA or equivalent will be an added advantage

<u>Experience:</u>

15-20 years of experience in the relevant field with proven track record.

<u>Languages:</u>

Excellent communication skills (English and Hindi). Must have significant and proven writing, presentation and people management skills.

<u>Travel:</u>

As per requirements

Application process

Please email your CV to:

contact@pmspl.net.in