The Apex Chamber (ASSOCHAM) require Head – IT Department at its Corporate Office New Delhi :

JOB DESCRIPTION :

The Information Technology Head will be responsible for installing, maintaining computer hardware, software and networks. The IT Head role is to ensure the streamlined operation of the IT Department in alignment with the business objectives of the organization. This individual will plan, coordinate, direct and design IT-related activities of the organization, as well as provide support for daily operational activities of the IT department alongwith detailed knowledge of industry's best practice processes.

EDUCATIONAL QUALIFICATIONS AND EXPERIENCE :

Bachelors or Masters in Computer Science or similar field with 7 - 8 years of relevant work experience.

COMPETENCIES

Technical (Knowledge, Skills, Attitude)

Proficient knowledge required in the following areas:

1. Computer hardware and software systems and programs
2. Computer networks, network administration and network installation and quick troubleshooting
3. Computer troubleshooting
4. Computer viruses and security
5. E-mail and internet programs

EXPECTATIONS FROM SUITABLE CANDIDATE

1. Manage information technology and computer systems
2.   Develop and implement policies and procedures for electronic data processing and computer systems operations and development
3. Meet with managers to discuss system requirements, specifications, costs and timelines
4. Hire and manage information systems personnel and contractors to design, develop, implement, operate and administer computer and telecommunications software, networks and information systems
5. Control the computer systems budgets and expenditures
6. Ensure technology is accessible and equipped with current hardware and software

7. Monitor and maintain technology to ensure maximum access
8. Troubleshoot all technology issues
9. Maintain log and/or list of required repairs and maintenance
10. Make recommendations about purchase of technology resources
11. Install work stations, Connect and set up hardware, Load all required software
12. Provide network accounts and passwords as required
13. Monitor security of all technology
14. Input and maintain IP addresses, Advise staff of security breach and/or change in password or security status
15. Identify and prepare hardware for disposal when appropriate and Ensure hardware is stripped and secured before disposal
16. Ensure security of data, network access and backup systems

Salary commensurate with overall competence

Kindly send your CV at :
chamberplacement@gmail.com