



MOJAZ Foundation

JOB DESCRIPTION

1-BASIC INFORMATIONS

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| Job Name | Program Manager- IT | Department | Information Technology |
| Job Cadre | Management | Job Grade | 05 (Tier 01) |

2-JOB DUTIES & RESPONSIBILITIES

1. Responsible for overall administration of IT department and ensure smooth IT operations at all MOJAZ office.
2. Maintain and manage all existing software (MIS, FIS, HR), servers & databases and develop new databases as organization per requirement.
3. Installation of the software (MIS & FIS) and conduct training session for end user.
4. Software error handling & trouble shooting of computer software (on the request from field office).
5. Field visits for software & Reports up gradation. Also ensure all kinds of backup are maintained properly.
6. Develop & update the website of MOJAZ Foundation.
7. Plan, Organize, direct, Control and evaluate the operations of information system and electronic data processing.
8. Develop and implement policies and procedures for electronic data processing and computer systems operation and development.

Skills/Qualification:

- Must have a Master's degree in IT , Computer Science, or equivalent.
- Should have minimum work experience of 04 year.
- Experience and knowledge of SQL code and PHP code.
- Experience and/or knowledge of various networking systems concepts including email, firewall, client-servers, network security, network protocols etc.
- Previous experience with computer and printer repair.
- Work independently and under pressure with challenging deadlines.
- Must show aptitude and desire to learn new skills on the job.
- Willing to travel extensively in field offices of MOJAZ.