



INDIAN INSTITUTE OF MANAGEMENT AHMEDABAD

Requires

Information Technology (IT) Coordinator

Computer Center (CC) of IIM Ahmedabad plays a vital role in providing IT (Information Technology) services to faculty members, staff and students. This is a unique, creative opportunity for the right candidate to pursue career in Information Technology.

Job Description:

- Compiles IT project status reports, coordinates IT project schedules, manages IT project meetings
- Identifies and analyzes IT project requirements
- Liaison with CC team members, different IIMA departments and IT vendors to complete project related activities
- Ensures all project phases are documented appropriately
- Makes projects progress reports
- Manage & maintain centralized documentation of contracts, RFPs, Technical proposals, purchase orders, CSC committee communications etc.
- Maintain hardware and software inventory database

Qualification & Experience:

- Graduate from any discipline with IT background with more than 5 years of relevant experience
- Good communication skills (written & verbal).
- Familiar with standard concepts, practices, and procedures within IT projects and operations.
- Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. A degree of creativity and latitude is required.
- Must be conversant in using Microsoft Word, Excel & PowerPoint
- Candidate should be serving in the 6th CPC - GP 2800 or above OR drawing equivalent pay in private sector (Approx. Rs.30,000 per month).

Desirable

- IT process and technical certifications

Age: Maximum 35 years as on the last date of application. Government of India instructions on reservation will be followed.

Reporting to: The selected person will report to Head – IT.

Salary & Allowances: Selected candidate will be offered a fixed term appointment initially for a period of three years on a consolidated monthly salary on CTC mode. The contract may be extended further as per the mutual convenience. During the contract period or after the successful completion of the contract, if the performance of the candidate is found satisfactory and Institute is in need of such position, Institute may confirm the candidate in a suitable pay scale with or without further probation, depending on duration of earlier contract and performance.

Interested candidates are advised to **APPLY ONLINE** latest by **June 28, 2017**.

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