

## **Manager-IT**

### **Eligibility:**

Bachelor's Degree in Computer Engineering (BE Computer)/ Master in Computer Applications (MCA) /B.Sc and PG Diploma (Computer Science).

### **Experience:**

- i. Minimum of 10 years of experience in the IT sector.
- ii. Proven track record in managing IT infrastructure and systems.
- iii. Familiarity with the dairy industry or agricultural sector is desirable.

### **Roles and Responsibilities:**

#### **a. IT Strategy and Planning:**

- i. Develop and implement the IT strategy aligned with NBDM's goals and objectives.
- ii. Identify and evaluate emerging technologies and trends to enhance IT capabilities.
- iii. Collaborate with stakeholders to understand IT requirements and provide technical recommendations.

#### **b. IT Infrastructure Management:**

- i. Manage the IT infrastructure, including servers, networks, and systems, ensuring optimal performance, security, and availability.
- ii. Oversee the implementation and maintenance of hardware, software, and IT equipment.
- iii. Conduct regular audits to ensure compliance with data protection and security standards.

#### **c. Software Development and Maintenance:**

- i. Coordinate the development, implementation, and maintenance of software applications and systems.

- ii. Collaborate with internal teams and external vendors to ensure timely delivery of IT projects.
- iii. Ensure adherence to software development best practices and quality standards.

**d. Data Management and Security:**

- i. Establish data management policies and procedures, ensuring data integrity and security.
- ii. Implement robust data backup and recovery mechanisms.
- iii. Monitor and manage data privacy and protection measures in accordance with relevant regulations.

**e. User Support and Training:**

- i. Provide technical support to end-users, troubleshoot issues, and ensure timely resolution.
- ii. Conduct training programs to enhance IT literacy and promote efficient system usage.
- iii. Develop user manuals and documentation for IT systems and processes.

**f. IT Vendor Management:**

- i. Evaluate and select IT vendors and service providers.
- ii. Negotiate contracts and service level agreements.
- iii. Monitor vendor performance and ensure adherence to contractual obligations.

**g. IT Risk Management:**

- i. Identify and assess IT risks and implement appropriate mitigation strategies.
- ii. Develop and maintain disaster recovery plans and business continuity measures.
- iii. Stay updated on cyber security threats and implement preventive measures.

**h. Team Leadership:**

- i. Lead and manage the IT team, providing guidance, coaching, and performance evaluations.
- ii. Foster a collaborative and innovative work environment.
- iii. Allocate resources effectively and manage work priorities.