

## Job Description

### **Post Name**

Manager - IT

### **Introduction**

GSFC University is incorporated under the Gujarat Private University (Second Amendment) Act 2014. It is a 'for teaching University' sponsored by the GSFC Education Society - an initiative of Gujarat State Fertilizers and Chemicals Ltd. & presently offers courses in Engineering, Science, Management and Fire & Safety with major emphasis on skill development and producing industry ready manpower.

### **Roles & Responsibilities**

The recruit shall be responsible for:-

#### **a) Digital Campus:**

- To provide direction, support and ideas in developing Information, Communication & Technology related infrastructure plan with an ultimate objective of developing a Digital Campus.
- To provide end to end digital experience to all stakeholders and improving the efficiency in all operations of the University. The entire initiative should be in consonance with the Digital India campaign launched by the Government of India.

#### **b) Systems Management, Operations & Inventory**

- Ability to suggest best and innovative business technology as per the current challenging environment. Be an "INNOVATION DRIVER".
- Ability to balance specialization and cross-functional expertise in consolidating the thoughts w.r.t. - HR , Recruitment, Teaching and Non-teaching staff functions, Administrative functions etc., to meet the University Vision of "Driving university towards Digital Transformation"
- To prepare a roadmap to the end objectives, accordingly strategise and streamline the IT activities in phase wise manner, like - planning, implementation, vendors, software etc
- Ability to provide Deployment Training of various systems, i.e., clearly identifying, defining and describing the IT Deployment Framework at GSFC University.
- Short listing and implementing Technology Up gradation programmes through:
  - 1) Proper research in details of technology and its applications
  - 2) Awareness of the Technological impacts currently and in respect of future prospects
  - 3) Measuring the increased profits of operation and accordingly take actions
  - 4) Framing awareness programmes
  - 5) Frequent Quality Checks
  - 6) Provide special training as and when required

- The incumbent ensures that all the central computer systems, including LAN servers, are operating at optimum levels with minimal down time if any; and is responsible for the hardware related operational support;
- Carrying out data security and disaster recovery procedures by making sure that important system and data files are backed up to tapes and ensures that the backup tapes are labelled properly and stored in a secure environment;
- Participating in the Information Technology Committee comprising of senior managers, to provide technical advice on all information technology plans; prepares detailed reports, advising the committee on the equipment procurement and ordering levels;
- Responsible for the preparation of budget estimates for acquisition of new equipment and software for the post;
- Advising the staff on the preparation of computer hardware/software configuration for procurement.
- The points above are not all inclusive for the goals of the role assigned and further responsibilities can be discussed to ensure that the University achieves the end objectives.

**c) Installation, Maintenance & Troubleshooting**

- To supervise and carry out the installation of new hardware and software at node level;
- Ensure that computer hardware systems and peripheral equipments are operated in accordance with Agency computer security policies, standards, and guidelines; interfaces with service engineers and maintenance personnel to ensure that serviced equipment is operating properly;
- Performs troubleshooting for all hardware problems including computer cabling and LAN wiring; identifies the problem and organizes for such problems to be resolved by IT staff, or contractor personnel responsible for equipment maintenance;
- Should have to manage all the asset & inventory of IT peripherals including hardware and software.

**d) Procurement and Inventory**

- The System Manager/Deputy Systems Manager serves as the IT section's first-line contact person and provides technical assistance regarding new equipment/software configurations for ordering and procurement;
- Responsible for the inspection and receiving of computer hardware and software to determine whether equipment received is in good working condition; and works with System Manager in resolving any discrepancies between what is received and what was ordered;

**Qualification**

BE/ B. Tech Computer Science Information Technology (full-time) or MCA or M Sc. (IT) (Minimum 55% marks or equivalent Grade in the subject)

<b>Experience</b>	Prior work Experience at least Minimum 3 to 5 years of relevant experience in the field of Information Technology and developing and managing network infrastructure of reputed company / academic Institutions etc.
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Computer Literate</li> <li>• Customer focused</li> <li>• Self-Motivated to achieve targets</li> <li>• Ability to work in a challenging and diverse environment</li> <li>• Good organization and planning skills</li> <li>• Commercial awareness</li> <li>• Influencing and negotiation skills</li> </ul>
<b>Reporting</b>	Provost
<b>Remuneration</b>	Pay and other remuneration shall be commensurate with skills, qualification, experience and market trends.
<b>Other Benefits</b>	<ul style="list-style-type: none"> <li>• Group Medclaim Insurance Policy and Group Personal Accident Policy</li> <li>• Treatment at GSFC Medical Center on applicable terms</li> </ul>
<b>Selection Procedure</b>	<p><b>Stage 1- Case Study/Assignment:</b></p> <p>As per selection process, HR shall share Case Study/Assignment through mail in advance. The candidate is expected to complete the given case studies in PPT form and submit the same before the interview. This case study is specially designed to gauge the candidate's skills, competencies &amp; how he/she approaches tasks and solves emerging issues relevant to his./her field. The solved case study will be extensively discussed with the expert panel during the interview.</p> <p><b>Stage 2- Interview Process:</b></p> <p>In this phase, interviews of shortlisted candidates will be conducted. The interviews will be conducted by the Selection Committee.</p>
<b>Tenure of Appointment</b>	The shortlisted candidate shall be given a regular appointment of 5 years. Initially, he/she will be on a probation/observation period of 1 year. The period of Appointment may be extended/ renewed based upon the assessment of performance in accordance with the Performance Management Policy i.e. PMS for Non Teaching staff.
<b>Location</b>	Vadodara, Gujarat. However some tours to various industrial units within India and visits to other academic and R & D establishments will be expected.