



Birla Institute of Technology & Science, Pilani

Hyderabad Campus

General Administration Unit

POSITION / JOB TITLE	Manager – IT
REPORTING TO (TITLE)	Faculty Incharge – Information Processing Centre (IPC)
UNIT & LOCATION	Hyderabad campus.
JOB ACCOUNTABILITIES & RESPONSIBILITIES	<p>Key responsibilities in detail are as under:</p> <ul style="list-style-type: none">• Supervise a team of IT employees who will address the Institutes computer, Internet, software and network security needs.• Ensure the smooth operation of the IPC Unit in alignment with the Institutes’ growing needs of teaching and research expertise.• Plan, direct, coordinate and design ICT-related activities, as well as provide administrative direction and support for daily operational activities of the IPC Unit.• Work closely with decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions.• Define and implement ICT policies, procedures, and best practices.
PERSON PROFILE	<ul style="list-style-type: none">• B.E or B.Tech (IT or Computer Sc) with First class.• M.E (IT or computer Sc.) with First class: This is desirable but not must.• Certifications like (CCNA/CCNP/CCDP etc.) would be an added advantage• Excellent written and verbal communication skills• 5 – 6 years of prior Experience. Working in an academic institution will be an added advantage
REMUNERATION	

