JD – Development Associate – IT & MIS

Designation – Development Associate – IT & MIS
Job Location – Ahmedabad, Gujarat, India.
Organization – Gujarat Mahila Housing SEWA Trust

About Organization:

Mahila Housing Trust (MHT) was founded in 1994 based out of Ahmedabad with the mission of building housing and living environments for poor women and girls. MHT's programs address basic civic and housing infrastructure needs, including water, sanitation, drainage, solid waste management, roads, electricity/energy, low-income housing and secured land tenure. MHT facilitates access to information along with financial, legal and technical services in housing, water and sanitation, and energy sectors with a focus on improving the quality of lives and livelihoods of poor women and girls.

Main responsibilities:
- Support the roll-out of new applications based on Organization's requirement.
- Respond within agreed time limits to call-outs
- Develop/ Maintain software based on Organization's requirement.
- Provide technical inputs for upgrading the existing IT systems of the organization.
- Organize IT capacity building training for staff at regular intervals
- Keep up with trends in the constantly evolving information technology industry.
- Build the capacity of MHT team on use of Google earth, GIS, various other related technologies useful for an urban development organization.
- Mobile based Data Collection – Provide support in collecting the survey data by using social cops application, help the team to create the questionnaire in the application.
- General Procurement – Provide technical inputs for general software and hardware purchase of MHT.
- Conduct regular Internal IT audit with the help of team.
- Cloud Server – Manage cloud server for MHT and take a regular back up of the data on the cloud.
- Physical server management.
- Maintenance and new module updates in MIS software.
- IT vendor management.

Essential Qualification & Experience:

- BCA/ B.E (IT) /BSc. (IT) with at least 2 to 3 years of experience in computer hardware & software.
- Good understanding of PC hardware set-up and configuration highly desirable.
- Ability to seek solutions to problems using one's own resources
- Excellent verbal and written communication
- Good knowledge of GIS and software development.
- Team management

Desirable Experience:

- Good knowledge of C#.net and Sql server.

Salary:

- Salary will be commensurate with the qualification & experience of the candidate.

To Apply :

Last day to apply is 22/12/2022
Interested candidates can email their CVs to info@mahilahsg.org. Please mention "Development Associate – IT & MIS" in subject line.