RENEW Microfinance Pvt. Ltd.
Terms of Reference
ToR of IT Officer, Information & Technology Department.

Overall, Job Description

The primary duties of this position include operation, installation, implementation, administration and maintenance of the IT projects/plants or any related projects. The candidate is expected to ensure minimal downtime during the maintenance of the network. To be a successful candidate, you will need to have a strong understanding of the overall operation/working of the information system including systems and networks.

Specific Duties and Responsibilities:

- Provide technical support to end-users, resolving hardware and software issues.
- Assist in the installation, configuration, and maintenance of IT systems and equipment.
- Collaborate with the IT team on the execution of IT projects.
- Ensure the security and integrity of organizational data and systems.
- Assist in the development and enforcement of IT policies and procedures.
- Keep abreast of technological developments and recommend improvements.
- Prepare monthly necessary reports.
- Ensure availability & reliability of the network/systems and the services at branch office.
- Monthly Finance reporting tool assessment & report assistance to finance team.
- Required to be familiar with each other's work and replace one another as and when required.
- Should be flexible and able to delegate work during off hours, if required.
- Perform such other assignments, as required by the Supervisor/ the Company.

Qualification & Experience Requirement:

- The candidate must have a diploma in IT and Networking with a min. of 60% aggregate.
- Preferences will be given to the candidate who has relevant working experience.

Skill Requirement:

- Good knowledge/skill in the administration of the network/systems.
- Good knowledge about changes/evolution of the current information technology trend.
- Experience in operation and maintenance of network/systems devices and the associated services.
- Good with excel worksheet and software and hardware
- Prior knowledge of the administration of network/system devices.
- Good in SQL language and others.

Other requirements

- Curriculum Vitae
- Copy of bachelor's Diploma certificates and academic transcripts and Academic transcripts of Class 10 & 12
- Copy of Citizenship ID Card.
- Security Clearance Certificate (Approved online)
- Medical Fitness Certificate.
- Recommendation Letter, if any.

Employment Type

- Regular

Salary & Others Benefits

- Salary and benefits shall be in line with the RMF Service Rules.

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