**Role : Head – IT Services**

**Qualification :   Postgraduate**

**Experience**  : **18-20 years**

**Broad Responsibilities**

* To provide strategic leadership for the provision, development, integration, and support to IT infrastructure of Weschool to support the vision-mission by providing the core technology to enable staff and students to work efficiently and effectively.
* Lead the strategic planning for design, implementation/integration, maintenance, and upgrade of IT infrastructure including data centers, network switch rooms; server platforms; desktop & printing architecture; data storage, data network, telephony & email communication, security of data and IT assets, identity and access management, data backup and disaster recovery.
* Direct all aspects of IT Infrastructure including managing and motivating all the team members.
* Significant budget responsibility, using industry best practice methodologies to deliver value.

**Main Duties**

* You will advise on the provision, development, integration, and support to IT infrastructure of Weschool to support the vision-mission by providing the core technology to enable staff and students to work efficiently and effectively
* You will suggest industry best practice methodologies, to ensure the delivery of high quality, solution- focused, reliable, and resilient IT infrastructure and data storage to support customer and business requirements.
* You will endorse deep technical, business, and marketplace knowledge, implement technology solutions and develop strategies that address complex, technical and business challenges.
* You will guide and provide necessary support for all aspects of IT Infrastructure including managing and motivating all the team members.
* You will recommend strategic and managerial roles in the development and operation of the department including development and delivery of strategies & policies, development & management of infrastructure and resolution of major complex and conflicting priorities.
* You will oversee and guide to define SLAs, manage vendors, define, and rigorously implement policies and procedures within IT and Plan Budget for future requirements.
* You will guide us on working with Microsoft as well as other open-source technologies, cloud, and mobile platforms.
* You will advise us in managing application development and digital technology including social media and other digital applications.
* You will provide the necessary leadership for the creation and design of the detailed ERP systems solutions, architecture and implementation.
* You will provide guidance and oversight during the detailed design, build, test and deploy phases.
* You will maintain active engagement between Institute staff with key stakeholders in the education ecosystem (e.g., client groups, advisory boards, government agencies, policy institutes) to support new designs and directions in assessment, respond to research priorities, and bring innovations and methodologies into Institute activities.
* You will utilize your strong analytical skills to estimate capacity need, identify trends in performance and problem data, and improve team and technology performance.
* From time to time, the Institute expects your involvement and support for specific initiatives/events etc- that may not have been planned for in the beginning of the academic year.
* Take charge of & execute any extra currcular administrative work, which may be assigned to you.
* Actively participate in all regulatory audit activities which the institute may have to participate in; Any other work which may arise from time to time.