

MIS Manager (Position-1)

Location: Guwahati

Closing Date: 15th April 2018

Salary offered: INR 20,000 to 30,000(consolidated) per month+ TA+ Yearly Increments

Centre for Microfinance and Livelihood (CML) is an Initiative of the Tata Trusts, CML imbibes the larger vision, values and goals of the Trusts, carrying along with it, its core competence in capacity building, linkage and facilitation. Currently, CML is intensively focusing in the states of Manipur, Assam, Tripura, and regions of Meghalaya, under its efforts of Skilling youths, establishing state of the art facilities for promoting Sports and promotion of rural livelihoods.

Job Description:

- MIS Manager needs to handle the MIS team. He is required to assign tasks depending upon their designations.
- MIS Manager is required to prepare various reports in order maintain the information related to various computer systems as well as employees.
- MIS Manager is required to needs to review the reports prepared by his team members and ensure that those are error free and appropriate.
- MIS Manager needs to evaluate the performance of his team members and provide them feedback on the same.
- MIS Manager needs to conduct meetings with the vendors in order to settle various deals with them.
- MIS Manager is required to prepare various processes for the MIS team and make sure that they adhere to them.
- MIS Manager is required to ensure that the tasks assigned to him and his team are completed within the set timeframe.
- MIS Manager is required to ensure the quality of work.
- MIS Manager is required to make sure that the work is being done as per the policies and procedures set by the company officials.

Requirement:

- A Graduate or Master's degree in Computer Science or Information Technology
- Degree in management will be preferred
- excellent supervisory skills
- excellent knowledge of enterprise networks and systems, IT hardware and infrastructure support, microcomputer management, data management and security
- Strong problem-solving and analytical skills

Interested and suitable candidates may send their updated resume and a cover letter explaining one's interest and suitability for the position to cmladmin@tatatrusters.org 15th April 2018.

Only shortlisted candidates will be contacted.