

## **Bodh ShikshaSamiti,**

**SP-41, RIICO Industrial Area, Kukas, Jaipur**

**POST: COORDINATOR – TECHNICAL SUPPORT – 1 POST**

**Work Location : Barmer, Rajasthan**

**Programme : Barmer Education Project**

**Reports to: Asstt. Project Manager**

**Salary Range :- 360000 to 480000 per annum**

**Application Last Date: 15 August, 2019**

**E\_mail: [hr@bodh.org](mailto:hr@bodh.org)**

*(Please mention name of the post applied under subject of the e-mail for the application.)*

**About the Organisation:** Bodh Shiksha Samiti is a Non-Governmental Organization (NGO) working in the field of education since 1987. The organization strives to contribute towards ensuring equitable & quality education for all children, irrespective of their socio-economic backgrounds. Bodh also works closely with the state governments to strengthen the public education system so that the quality of education provided in the govt. schools improves and becomes what the national curriculum aims to achieve.

**About the Role:** The aim of the Barmer Education project is to improve the learning & education of children in 60 schools of Barmer district. The **Coordinator – Technical Support** would be responsible for managing various hardware equipment used in e-learning at schools such as computers, peripherals, projectors and display units including operation and troubleshooting. S/He will also assist the teachers and students in operating the e-learning applications and facilitate training in coordination with service providers.

### **Main Responsibilities:**

- Responsible for the execution of project deliverables according to agreed work plans.
- Manage the installation of hardware in the classrooms along with the installation technician of service provider/vendor.
- Manage installation of equipment at the computer labs at correct place for enabling efficient teaching.
- Operate and demonstrate all e-learning related equipment, assist teachers and students in hardware operation during training session
- Resolve queries in machine operation achieve zero complaints from school / teachers on equipment functioning.
- Manage Barmer office IT systems & equipment. Provide technical support as needed.
- Coordinate with suppliers and service providers on matters related to warranty, after sale services and maintenance support of all IT equipment.

### **Qualification and experience:**

- MCA or MSc Computer Science or equivalent qualification.
- At least 5-7 years of work experience of a similar role.
- Experience of working in Barmer-Rajasthan would be an advantage.

***Interested candidates may send their CV with a cover letter to [hr@bodh.org](mailto:hr@bodh.org). Only shortlisted candidates will be contacted for further process.***