

Manager (MIS) – Job Description

Professional Qualifications:

- Bachelor's Degree in Computer Science, Information Technology, or Software Engineering with 10 years of post-qualification experience; OR
- **M. Phil/ MS/** Master's Degree in Computer Science, Information Technology, or Software Engineering with 7 years of post-qualification experience; OR
- Ph.D. in Computer Science, Information Technology, or Software Engineering with 5 years of post-qualification experience.
- ***Latest Technologies knowledge of Artificial Intelligence (AI) will be given Preference.***
- Maximum age: **50** years

Reporting Line

The Manager (MIS) will report directly to the **Chief Technology Officer (CTO)**.

Key Responsibilities

- **Strategic Planning**: Formulate and implement IT strategies aligned with organizational objectives and future growth.
- **Leadership & Team Development**: Lead, mentor, and manage IT teams, including recruitment, training, and performance evaluation.
- **Systems Development & Integration**: Oversee the design, development, implementation, and maintenance of enterprise information systems.
- **Infrastructure Management**: Ensure IT infrastructure is secure, reliable, efficient, and scalable to meet organizational needs.
- **Project & Program Management**: Plan, execute, and monitor IT projects, ensuring timely delivery, quality standards, and budget compliance.
- **Cybersecurity & Compliance**: Safeguard organizational data and systems, ensuring adherence to cybersecurity protocols and regulatory requirements.
- **Budgeting & Resource Optimization**: Prepare and manage IT budgets, ensuring costeffectiveness and optimal resource utilization.
- **Policy & Governance Framework**: Develop and enforce policies related to MIS, digital systems, and IT governance.
- ***ERP: Establish and implement the ERP system.***

Desired Competencies

- Strong analytical and problem-solving skills.
- Proven ability to lead cross-functional teams.

- Expertise in prevailing ERPs, IT infrastructure, and cybersecurity.
- Excellent communication and stakeholder management skills.
- Demonstrated ability to align technology initiatives with business strategy.