

Council on Energy, Environment and Water (CEEW), New Delhi
Information Technology Executive
Terms of Reference

Organisational Details:

The Council on Energy, Environment and Water (<http://ceew.in/>) is one of South Asia's leading not-for-profit policy research institutions. CEEW uses data, integrated analysis, and outreach to explain – and change – the use, reuse, and misuse of resources. It prides itself on the independence of its high quality research, develops partnerships with public and private institutions, and engages with wider public.

In 2017, CEEW has once again been featured extensively across nine categories in the '2016 Global Go To Think Tank Index Report', including being ranked as South Asia's top think tank (14th globally) with an annual operating budget of less than US\$5 Million for the fourth year running. In 2016, CEEW was also ranked 2nd in India, 4th outside Europe and North America, and 20th globally out of 240 think tanks as per the ICCG Climate Think Tank's standardised rankings. In 2013 and 2014, CEEW was rated as India's top climate change think-tank as per the ICCG standardised rankings.

CEEW is a multidisciplinary organisation, with an international outlook and a strong culture of collaboration and leadership by initiative. Its focus areas include: energy access; renewable energy; low-carbon pathways; greenhouse gases and monitoring, reporting and verification; risks and adaptation; and technology and trade.

Designation offered: IT Executive

Job Location: New Delhi, India

Reporting to: Office Administrator

Purpose: CEEW seeks to hire an IT Executive to be responsible and accountable for the smooth running of our computer systems as per the agreed requirements, specifications, costs and timelines. This role will supervise the implementation and maintenance of institutional IT needs.

Job Duties and Accountabilities

- Manage information technology and computer systems (including MacBook (Apple) knowledge)
- Plan, organise, control and evaluate IT and electronic data operations
- Vendor coordination
- Design, develop, implement and coordinate IT systems, policies and procedures
- Ensure security of data, network access and backup systems

- Process, implement and control HR Automation and biometric
- Act in alignment with user needs and system functionality to contribute to organizational policy
- Identify problematic areas and implement IT solutions in time
- Audit systems and assess their outcomes
- Maintain IT files as per allotted hardware and software to the staff
- Maintain hardware systems and inventories
- Handle annual budget for IT equipment and ensure cost effectiveness

Selection Criteria

Education

- Diploma or equivalent certification in IT systems
- Excellent knowledge of technical management, computer hardware/software and network systems
- Expertise in data centre management and data governance

Business Experience

- Hands-on experience of computer networks, installation of computer hardware and software
- Knowledge of solving computer, network and storage related issues
- Ability to adapt to new environment and deliver under tight deadlines in a professional environment
- Flexibility to work long hours, especially when major deadlines and events are approaching

Main Skills

- Experience of at least 3-5 years as an IT executive in a highly dynamic working environment
- Excellent IT and problem solving skills

CEEW operates in a dynamic environment and the candidate will be required to show flexibility in undertaking a variety of tasks. CEEW is an equal opportunity employer. Female candidates are encouraged to apply.

Interested candidates are requested to send their applications to jobs@ceew.in with 'IT Executive' as the subject line. Only short listed candidates will be contacted. We appreciate your interest.