IIIT Hyderabad Invites Applications for Maintenance Manager – 1 Position

The International Institute of Information Technology Hyderabad is a world-class institution offering B.Tech., Master of Science by Research, Dual Degree (B.Tech + MS), M.Tech, and Ph.D. programs.

Job Description
As an IT Maintenance and Operations Manager, you will be responsible for overseeing the day-to-day maintenance and operations of the institute’s IT systems.

Job Responsibilities
- Manage and oversee the day-to-day operations of the IT infrastructure and systems, ensuring that all systems and infrastructure are operating efficiently and effectively
- Manage a team of IT technicians and engineers
- Ensure that IT systems are available and performing optimally
- Monitor and analyze system performance, and proactively identify and resolve issues before they impact the business
- Monitor and manage IT system backups and disaster recovery processes
- Implement and manage IT system security protocols and procedures
- Develop and maintain IT system documentation, including system manuals, user guides, and procedures.
- Plan and manage IT system upgrades and maintenance activities
- Provide regular reports to the committee on the status of IT maintenance and operations.
- Stay up to date with emerging trends and technologies in IT maintenance and operations

Skills & Experience
- Bachelor’s degree in Computer Science, Information Technology, or a related field
- 5+ years of experience in IT maintenance and operations
- Strong knowledge of IT infrastructure, including networks, servers, storage, and security systems
- Experience managing IT technicians and engineers
- Strong analytical and problem-solving skills
- Excellent communication and collaboration skills
- Ability to work under pressure and meet deadlines
- Ability to work independently and as part of a team
- Knowledge of industry standards and regulations, such as ITIL/ISO 27001, GDPR and PCI DSS

Type of Role: Consolidated position with a 1-year contract initially, which may be renewed based on performance and the Institute’s needs.

Pay: Consolidated salary starts from Rs. 8 Lakhs/annum and considerations with experience or as per Institute’s norms.

Apply with your detailed resume & Position Name in the Subject line to itoffice.recruitments@iiit.ac.in