

**Tata Institute of Social Sciences
V.N Purav Marg, Deonar
Mumbai-400088**

Advertisement for a temporary position – IT specialist

Date: 10.07.2023

Name of the Post: IT Specialist

No. of Post: 01

Last date of applications: 20/07/2023

Scope of work:

Include specialised tasks and responsibilities within domains like - Data management, cloud management, data validations, etc. It includes designing, implementing and managing databases, the organised management of cloud computing products and services that operate in the cloud and also checking the accuracy and quality of source data before using, importing or processing data. Monitoring and maintaining data security and backup and recovery process.

Area of Responsibility:

- Excellent problem-solving abilities to identify and resolve technical issues effectively.
- Strong written and verbal communication skills to coordinate with team members and management and explain technical issues.
- Ability to analyse, interpret and organise large amounts of data.
- In-depth understanding of modern database and information technologies
- Ability to multitask, work under pressure and deliver quality results.

Expected Outcomes:

- Data cloud storage and management.
- Generate field check tables.
- Data validation.
- Provide clean data in the required formats like Excel, SPSS, and STATA format

Qualifications/ Skills:

- Post-graduation degree in Computer science, Information technology or related degree program.
- At least 2-5 years of relevant experience, including a sound understanding of

technical and programming skills like Machine learning/cloud computing / Computer networking /Cyber Security / Information technology management.

- Proper and brief knowledge of Database management, Coding, Time management, Analytical and cloud computing.
- Knowledge and experience working with MS Office applications, writing codes and Analytics applications.

Remuneration:

Remuneration shall be 40,000/- on each of the 2 to 4 deliverables tentatively.

Application Procedure:

The application should be sent with the following documents via email to shssprojects.tiss@gmail.com with the subject line: “**Application for the post of IT specialist**”, along with the **updated curriculum vitae** attached to the same.

Other Conditions:

- Only shortlisted candidates will be informed and invited for the interview.
- Preference will be given to candidates with experience. The Institute reserves the right to relax the qualification of the candidate based on experience.
- The Institute reserves the right to cancel the recruitment without assigning any reason.
- The institute reserves the right to invite persons for interview who may not have applied as per the above procedure and not fill up the vacancy advertised.
- Applications received will be short-listed; therefore, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for the interview.

Project Leader