

## Job Description

**Job Title** : Technical Officer **Location** : Patiala  
**Reports to** : Dean Of Student Affairs

### Main Purpose

Design, develop implement and manage software applications and IT related activities for hostel management and student activities

Qualification	Degree in Computer Science or Computer Engineering.
Experience	About 5-10 years of experience
Competency	<ul style="list-style-type: none"><li>• Strong Software development acumen</li><li>• Strong interpersonal skills, including influencing and networking</li><li>• Excellent communication skills; both written and verbal</li><li>• Knowledge about different software and hardware systems.</li><li>• Leadership &amp; ability to work in teams.</li><li>• Ability to respond effectively to the needs of a diverse and demanding staff &amp; student population</li></ul>

### Specific Accountability & Job Responsibility

- Design and develop software applications for hostel management and other student related activities
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- Oversee all IT related activities in hostels and in the office of Dean, Student Affairs
- Supervise all activities related to Hostel room allocation and in generating hostel and mess bill refunds
- Ensure security of data, network access and backup systems in the office of Dean, Student Affairs
- Act in alignment with user needs and system functionality to contribute to the Office of Dean, Student Affairs
- Identify IT related problematic areas in the domain and propose/implement strategic solutions
- Managing the processes of making Smart Identity cards and student security system
- Identifying and acting on opportunities to improve and update software systems

### Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send CVs by email (amandeep.dhot@thapar.edu) positively by 30<sup>th</sup> Sept 2021
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