

ENABLER FUNCTIONS

Member IT–Admin

**Location | Sirohi/Tonk/Uddhamsinghnagar/Uttarkashi/Yadagir/Puducherry/
Dhamtari**

Position ID: MITA/EF

Role

- Maintenance of computers and peripherals of the centre
- Helping admin for logistics with regard to documents and Xerox needed in meetings/workshops
- Helping member staff in typing documents.
- Keeping the record of newsletter of the centre

Qualification and Experience

- Graduate in any discipline with 3-8 Years experience of computer applications.
- Understanding of IT applications and desk work in computers.

Attributes, Job and Personal Competencies

- Good interpersonal and communication skills
- Good temperament
- Good understanding of IT
- Good typing speed in English and Hindi