

Position Assistant Manager - MIS & Tech - Odisha

About Dhwani Foundation A Bengaluru based registered trust, our primary objective is to improve productivity and efficacy in the social sector, through Organisational Change Management (OCM) programs, technology enablement, system and process improvement and sectoral strengthening. Our work is across seven states—Karnataka, Tamil Nadu, Andhra Pradesh, Odisha, Jharkhand, Assam and Manipur, reaching close to 2800 grassroots NGOs through various OCM initiatives **Log on to www.dhwanifoundation.org for more details.**

Position Assistant Manager - MIS & Tech - Odisha (Full time - in Office)

Location Based in Bhubaneswar with frequent travels to NGO partner locations.

Purpose of the Job is tasked with providing his/her technical and professional expertise for the MIS & Tech Program. The prime focus areas will be Requirement Analysis, Testing, Implementation & Support of our software products for the NGOs. A general understanding of technology and software development is expected.

Duties and Responsibilities

- Develop knowledge of multiple cloud-based solutions developed by Dhwani for the social sector
- Engage with customers, understand their requirements, and provide customized workable solutions
- Train NGO's staff on using the various solutions and provide on-going support
- Identify any gaps in the product features, document the Requirements for development
- Research for any existing open source or other suitable software already available for new features
- Participate in architecture & design discussions with software development team
- Testing of periodic releases of the software
- Should participate in Marketing activities, events, NGO visits, annual partner meets and the like
- Train & on-board new team members
- Shadow implementations done by junior team members
- Collaborate with other Program teams in the Organization to provide MIS Solutions & conduct assessments for their partners

The job description is dynamic and can change with the organisation structure, policies, requirements, and the changes in the ecosystem in which the organisation operates.

Visit <https://dhwanifoundation.org/career> for more job openings

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Desired qualification and skills

- Should have a Graduation or above in Computer Science or Computer Applications
- Should have 5+ years of experience in using and implementing cloud-based software
- Should be technology oriented and knowledgeable of newer trends available
- Should be self-driven and take complete responsibility of implementation at partner organizations
- located across the country
- Should be a good mentor and guide suitably
- Exposure to social sector is not mandatory but is a plus
- Working knowledge of Hindi/Oriya and English , Kannada and English for position in Karnataka, Tamil and English for position in Tamil Nadu,
- Must be comfortable with MS office suite

Position Availability Immediate

Salary Offered Commensurate with experience

Application Process

To apply for this position, send your CV and covering letter to careers@dwanifoundation.org . Title it “Assistant Manager – MIS & Tech – Odisha”. Only short-listed candidates will be contacted. Will be helpful if you share a link to your LinkedIn profile. Only short-listed candidates will be contacted.

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