WASH Institute is a registered NGO established during the year 2008 in Kodaikanal, Tamil Nadu. WASH Institute is a technical, training, research and development organization dedicated to providing practical solutions to tackle a wide range of water, sanitation and hygiene issues in India. The organization was granted the status of National Key Resource Centre by the Ministry of Drinking Water and Sanitation (MDWS), now Ministry of Jal Shakti, Govt. of India in the year 2010.

Over the years, WASH Institute has carved its niche in the field of Water, Sanitation and Hygiene as an expert through its quality training programs, Technical Assistance to the Government of India, grassroots programs, and research & advocacy. WASH Institute also has an academic wing that conducts formal courses at Reddiarchatram, Tamil Nadu in affiliation with Madurai Kamaraj University. The Institute has a proven record of accomplishment in organizing National Workshops/conferences on various themes of Water, Sanitation and Hygiene. WASH Institute is currently operating from different branch offices that are located in Reddiarchatram, Chennai, Madurai and Thiruppullani (Tamil Nadu), Munger (Bihar), Bhadradari Kothagudem (Telangana), NOIDA and Saharanpur (Uttar Pradesh), Malur (Karnataka), East Godavari district (Andhra Pradesh), Hindaun (Rajasthan) and New Delhi.

WASH Institute is looking to recruit motivated personnel to share the vision of WASH Institute – “a world where all the communities have access to safe, protected and sustainable drinking water and sanitation services, with improved hygiene practices”.

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<th>Name of the position</th>
<th>IT officer</th>
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<td>No. of positions</td>
<td>1</td>
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<td>Duty Station</td>
<td>Delhi</td>
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</table>
| Required Qualification |  • B-Tech/B-Engineering in Computer science or Information technology/MCA with 1-3 years experience  
• Experience of working with E-learning/learning management systems (LMS)  
• Proficient in InDesign/MS Publisher and Microsoft office apps such as PowerPoint, excel, word.  
• Experience of working in HTML, CSS and JavaScript  
• Knowledge and experience of setting up video conferencing and online training delivery  
• Experience of handling content management systems |
Key Responsibilities

- Prepare terms of reference for developing a learning management system and its implementation plan
- Screening, on boarding and coordination with LMS vendors
- Pilot/Stress testing of the LMS platform
- Maintain the LMS in-house
- Set up hardware infrastructure for video conferencing and online training delivery
- Provide backend support to project teams during training delivery
- Design project documents and collaterals
- Support the organization in any other needs related to software or hardware requirements pertinent to IT.

Languages
Sound knowledge of speaking, reading and writing in Hindi and English is essential.

Salary Package
The annual Salary (CTC) will commensurate with the available skills and fitment of the incumbent as per the selection process.

How to Apply

Please submit your recent curriculum vitae, including up to a 250 words summary explaining why you think you are suitable for this position. Application can be e-mailed to the following address: careers@washinstitute.org

The last date to submit application is 31st Aug, 2020. Only shortlisted candidates will be contacted. When e-mailing, please mention the post and location in the “subject” line.

WASH Institute is an equal opportunity employer and qualified women candidates are encouraged to apply.