Position: IT – Officer – 1

Job Location: Bengaluru

Education & Experience: Bachelor's Degree in Computer Application/ Engineering with experience in software development/ Website management/online business development/ monitoring and evaluation. The position is of IT officer with 1-2 years' experience in the relevant field. Ability to work independently and to adapt to a fast-changing environment. Creative, self-disciplined, and capable of identifying and completing critical tasks independently and with a sense of urgency.

Skills

- Knowledge of scripting languages such as Python, PHP, UI development with JavaScript

Roles and Responsibilities

1. **Website Maintenance**

    1.
        - Transferring data from forms, sheets, CSV files, etc. to the website. Activating members on the website.
        - Maintaining the website—Drupal CMS/PHP. Fixing bugs, etc. Minor customization on the website. Updating the content on Drupal CMS—like pages, posts, and images.
        - Should be able to change themes and plugins on Drupal and fix any issues if there are any.
        - Writing requirement documents for the website and other documents needed for the IT project.
        - Writing and reviewing the use cases.
        - Writing and reviewing test cases.
        - Executing test cases, and doing testing of the website.
        - Doing thorough functional testing of the website and communicating it to the development team.
        - Should know how to do the setup of e-commerce module and payment gateway for the website (drupal).
        - Capturing data from APIs and e-commerce and payment gateway sites.
        - Should have knowledge of sending automatic emails through scripting and/or 3rd party tool.
        - Should have the knowledge to send automatic SMS transactions, OTP and drip SMS, etc. using scripting and/or 3rd party too.
        - Manage the test server and production server separately for the website.

2. **Website Development**

    1.
        - Building 1 website like Wix, Squarespace, Shopify, Godaddy/Big Rock, etc with an easy page builder.
        - Should be able to register domains
        - Should be able to purchase and use server spaces needed for website

3. **Android App Maintenance**

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        - Should be able to launch the app on the Play Store
        - Should be able to maintain and update app on Play Store

4. **Documentation**

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    - Ensuring data is available and pulled for report-making
    - Organize all data as needed for the project
    - Organize all the files and folders as needed for the project

Type of Employment: On a Contractual basis.

Maximum Salary: Rs. 30,000 Rs – Rs. 35,000 CTC

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EDII reserves the right to accept or reject any/all application(s) without assigning any reason(s) thereof.

Forward your resume to **hrsro@ediindia.org** on or before **02nd February, 2025** with the subject line **'IT Officer'** indicating your specialization, experience, current organization name along with the designation, salary drawn and expected salary in resume.