

**CUTS Institute for Regulation & Competition (CIRC)**

CIRC, is a not for profit and independent research and capacity building organisation which has been active in the areas of competition, regulation and sustainable infrastructure including PPPs. We assist multilateral and bilateral government and private agencies in knowledge creation as well as capacity building for achieving better outcomes in policy formulation and also projects that they undertake. CIRC's capabilities and contribution are now internationally acknowledged and this is amply demonstrated by the mandates it has received from international organisations such as the UNCTAD, UNICEF and the ADB.

It's work in the area of the interplay between economics and law, the role of competition in driving open economies, and the need for regulation and its impact on the development and growth of different sectors has been well received. CIRC has also been involved in pioneering research in areas of sustainable infrastructure, with special focus on People first Public Private Partnerships (PfPPP).

Through a very tightly knit and competent research and capacity building faculty and a large network of subject matter specialists and experts, CIRC has been producing very well researched studies, many of which have been published in reputed journals. In a world becoming increasingly complex, CIRC would continue to play a very important role in research based knowledge creation and capacity building not only in India, but also in other parts of the world.

Please refer link for more information-<https://circ.in>

**JOB CODE: CUTS78ITA**

**VACANCY: IT Associate**

**JOB PROFILE**

We seek an experienced IT Associate to be a part of an IT team within CUTS-CIRC. IT Associate will be responsible for the coding, web uploads, designing new layouts and complete maintenance of CIRC website. Solution architect for IT systems & processes re-engineering, IT Risk management, Governance and compliance, transformation & transitions, quality assurance, client relationship management & customer retention. Comprehensive experience in IT Outsourcing Management, Contracts management, Resources deployment, defining SOWs & SLAs & overall Quality Assurance.

## RESPONSIBILITIES

### Website and eLearning

- Plan and architect website development and maintenance of all the portals related to CIRC.
- Build applications, databases and websites (MySQL and Salesforce)
- Maintain and manage web servers, database servers and website hosting.
- Create and implement robust and secure web applications.
- Create websites using SQL Server, ASP.NET, WordPress, CodeIgniterPHP, MySQL, JavaScript, HTML, CSS web sites on Open Source like Moodle, WordPress, LMS and MOOC etc.
- Analyse and implement web-based solutions to complex issues.
- Maintain email server, create and maintain email IDs, groups on G Suite/Google workplace.
- Maintain and create Non-profit subscriptions (i.e., Bigtech NASSCOM foundation, Microsoft office 365, Azure and other hosting services).
- Maintain/integrate website and coordinate with Payment gateway bank (i.e., PayUbiz).
- Graphic design skills such as to create and design newsletters, web page layouts, Magazine ads, visiting-cards, emailers, banners, invitations, flyers, brochures and others.

### Hardware Networking

- Diagnose hardware and software problems, and troubleshoot/repair/replace defective components.
- Perform data backups and disaster recovery operations.
- Maintain and administer computer networks and related computing environments, including computer hardware, systems software, applications software (cloud), and all configurations.
- Perform routine network diagnosis/audit and shutdown procedures, to maintain and control records.
- Analyse equipment performance records in order to determine the need for repair or replacement.
- Maintain an inventory of parts for emergency repairs.
- Coordinate with vendors and with company personnel in order to facilitate purchases.
- Maintaining IT asset inventory and updating the same on routine basis.

## PERSONAL ATTRIBUTES

- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques;
- **Creativity/Innovation:** Develop new and unique ways to improve operations of the organisation and to create new opportunities, ability to identify and analyse emerging trends, discern cross-cutting issues;
- **Planning & Organising:** Able to multitask, prioritize, and manage time efficiently;
- **Relationship Management:** Anticipate, understand, and respond to the needs of internal/external clients/relevant stakeholders to meet or exceed their expectations within the organisational parameter;
- **Make Decisions:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organisation;
- **Accountability:** Self-starter with a strong sense of initiative and focused on results; ability to manage multiple projects, lead teams within ambiguous and undefined parameters;
- **Analytical Skills:** Ability to analyse large, complex data sets using a variety of software applications (LMS, SQL Server, ASP.NET, WordPress, CodeIgniterPHP, MySQL, JavaScript, HTML, CSS), including the use of relational databases will be an added advantage.

## QUALIFICATIONS AND EXPERIENCE

- Bachelor's in web development or Computer from an institute of good repute
- 2-3 years of professional experience.
- Complete knowledge of various system and application software's.
- Should be familiar be experienced and flawless in managing and working in LMS, WordPress and PHP environment.
- Knowledge of Search Engine Optimisation process.

## SKILLS

- Aggressive problem diagnosis and creative problem solving skills
- Ability to work and thrive in a fast-paced environment, learn rapidly and master diverse web Proven
- working experience in web programming technologies and techniques
- Excellent communication skills both verbal and written
- Team player

## COMPENSATION

CUTS recognises that the right candidate will have a significant impact on success of the organisation and is prepared to offer an attractive compensation package for the non-profit sector, commensurate with expertise and experience.

## JOB LOCATION

The position will be based in Delhi

## TO APPLY

Qualified candidates should send their resumes to [careers@cuts.org](mailto:careers@cuts.org), along with a cover letter highlighting your suitability for the position. Please mention job code in subject line of application. Any application received without the appropriate job code will not be considered.

Given the large volumes of applications we receive, we are unable to respond to all applicants and our responses are limited to those who are shortlisted. If you do not hear from our end within 30 days after the submission of the application, please consider that you have not been shortlisted.

CUTS is an equal opportunity employer and considers all applicants on merit without regard to race, national origin, religious beliefs, gender, marital status or physical disability. Women candidates are encouraged to apply.

### **Consumer Unity & Trust Society (CUTS) International**

HEAD OFFICE

D-217, Bhaskar Marg

Bani Park, Jaipur 302016

India

Phone: 91.141.2282821

Email: [careers@cuts.org](mailto:careers@cuts.org)

Web: [www.cuts-international.org](http://www.cuts-international.org); <https://circ.in>