Technology Informatics Design Endeavour (TIDE)

Job Description

Position: Coordinator	IT & Data
Location	Bengaluru (with occasional field travel, if required)
Employment Type	6-month probation period; confirmation as full-time upon satisfactory completion.
Last date for applying	27.02.2026
Joining	Immediate

Job Summary

TIDE seeks a proactive and detail-oriented IT & Data Management Officer to manage the organization's hardware, software systems, and data infrastructure. The role is central to ensuring smooth IT operations, secure and reliable data systems, and effective digital support for program implementation, monitoring, reporting, and compliance.

The position requires a blend of technical troubleshooting, data management, and process optimization, with a strong commitment to data integrity, confidentiality, and operational efficiency in a development sector context.

Key Responsibilities

- Manage and maintain all organizational IT hardware including laptops, desktops, printers, networking equipment, UPS, and other digital assets.

- Maintain an up-to-date inventory of IT assets, including asset tagging, allocation, repairs, and lifecycle management.

- Oversee organizational software systems such as email platforms, cloud storage, HRMS, project management, accounting, and collaboration tools.

- Provide day-to-day IT support to staff, including troubleshooting hardware, software, and connectivity issues.

- Design, manage, and maintain structured data systems for projects, beneficiaries, trainings, and monitoring & evaluation (M&E).

- Ensure accuracy, consistency, version control, and secure storage of organizational data across teams and projects.

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- Support program teams in data collection, cleaning, validation, and reporting using tools such as Excel, Google Forms, and MIS platforms.
- Generate periodic data summaries and reports for internal reviews, management, and donor requirements.
- Implement data security protocols including user access control, password policies, device security, and regular data backups.
- Ensure compliance with donor data requirements, privacy norms, and internal data governance standards.
- Identify opportunities for process improvement, automation, and integration between IT systems and data tools.
- Develop and document IT and data-related SOPs and provide basic training to staff on data hygiene and digital best practices.

Qualifications and Experience

- Bachelor's degree in Computer Science, Information Technology, Data Management, or a related field.
- 2 years of experience in IT support, systems administration, or data management roles.
- Prior experience working with NGOs, social sector organizations, or donor-funded projects is desirable.
- Hands-on experience managing hardware systems, cloud platforms, and organizational software tools.
- Strong proficiency in MS Excel / Google Sheets; experience with MIS or database systems preferred.

Key Competencies

- Strong problem-solving and troubleshooting skills
- High attention to detail and data accuracy
- Ability to manage multiple systems and priorities independently
- Clear communication with both technical and non-technical teams
- High ethical standards and respect for data confidentiality

Compensation

Salary will be commensurate with experience and qualifications and aligned with development sector norms. For exceptional candidates, compensation may be negotiated based on demonstrated technical expertise, data management capabilities, and prior experience in similar roles.

Project-related travel expenses, if any, will be reimbursed as per TIDE's travel and per diem policy.

How to Apply?

Interested candidates are requested to submit their updated resume to hr@tide-india.org at the earliest.