



Vidyamandir Trust, Palanpur

Invites Applications for the Post of Manager – I.T. & Media Operations

Vidyamandir Trust, Palanpur, a reputed educational organisation with a legacy of more than 75 years, manages a wide range of educational and allied institutions, including schools from Nursery to Higher Secondary level in English and Gujarati medium, Teachers' Training Colleges, Special Education Institutes, and institutions promoting sports, arts, crafts, language and technology.

To strengthen and streamline its technology-driven operations across all institutions, Vidyamandir Trust invites applications from qualified and experienced professionals for the following position:

MANAGER – I.T. & MEDIA OPERATIONS

Position Overview

The Manager – I.T. & Media Operations will be responsible for the strategic planning, implementation and overall administration of technology-driven functions across the institutions managed by Vidyamandir Trust.

The role includes responsibility for IT Infrastructure, ERP Systems, CCTV and Surveillance Networks, AI Lab, Central Media Studio, Computer Education Support, Data Security, Technology Budgeting and Team Management. The position reports directly to the Director.

Educational Qualification

- Graduate or Postgraduate degree in Computer Science, Information Technology, Computer Applications, MCA, B.Tech or a related technical field.
- Certifications in ERP Management, Database Administration, Network Security or related fields will be an added advantage.

Experience

- 5–10 years of progressive experience in IT Infrastructure, ERP System Coordination and Technology Operations Management.
- Experience in managing technology operations across multiple institutions or organisational units will be preferred.
- Experience or exposure in the management of media operations, surveillance systems, AI/technology labs and educational technology infrastructure will be an added advantage.

Key Responsibilities

The selected candidate will be responsible for:

- Planning, managing and maintaining IT infrastructure, networks, servers, cloud systems and technical operations across all institutions.
- Ensuring smooth functioning, maintenance and user support of the Trust's ERP and other enterprise systems.
- Managing the CCTV and security surveillance infrastructure across campuses.
- Leading the setup, operation and development of the AI Lab and promoting innovation-based technology activities.
- Managing the Central Media Studio, including supervision of cameramen, video editors and media production activities.
- Supporting computer education infrastructure and digital learning initiatives across schools.
- Ensuring effective data security, backup, disaster recovery and cybersecurity practices.
- Preparing and managing technology-related budgets, procurement, vendor negotiations and AMC arrangements.
- Leading, mentoring and coordinating IT personnel, media studio staff, AI Lab personnel, computer education coordinators and ERP support staff.
- Preparing periodic reports on system performance, technology operations, security and other key operational areas for the Management.

Desired Skills and Competencies

The ideal candidate should possess:

- Strong leadership and team management abilities.
- Sound knowledge of IT infrastructure, networking, ERP systems and data security.
- Ability to manage multiple technology-related functions across different institutional locations.
- Strong vendor management, procurement and budgeting skills.
- Good communication, coordination and problem-solving abilities.
- Interest and awareness in emerging technologies, particularly Artificial Intelligence and educational technology.

Salary

- Salary will be commensurate with qualifications, experience and suitability of the candidate.

How to Apply

Interested candidates may submit their detailed resume/bio-data along with relevant supporting documents, clearly mentioning the post applied for to: Email: hr@vidyamandir.org following position:

For more details, please visit our website: www.vidyamandir.org

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