

Terms of Reference (ToR)

Consultant – IT and GIS

Background

Taru Leading Edge ("Taru") is a development advisory and think tank with trans-disciplinary expertise endeavouring to engage with development sector challenges by offering a commitment to cutting edge solutions and insights. Incorporated as a private limited company, Taru's mission is to 'bridge the Science-Institutions-Society interface with a core agenda of providing transformative solutions to the development challenges. Established in 1996 by eminent development professionals, it caters to a diverse range of bilateral and multi-lateral agencies, government departments, corporates and other development organizations through research, technology, solution innovations and implementation support.

For more than two decades, Taru has been working on a range of institutional, financial, economic, social, and technical issues across diverse public systems, cultures and corporate formations in more than a third of rural and urban domains of India. Taru also works in South Asian and South-east Asian countries like Afghanistan, Indonesia, Nepal, Bhutan, Bangladesh, and Myanmar. The organization is committed to quality, accuracy and succinctness in its consulting and advisory services. Taru team of professionals have extensive national and international experience, along with a strong network of advisors, consultants, partner institutions, associations from different parts of the world. Taru provides services in development sectoral areas such as Climate Change, Disaster, Urban, Water, Sanitation, CSR, Social Business, Health & Nutrition, Education, Gender, Livelihoods, Social Inclusion, Public policy, Infrastructure Planning, etc.

As part of the continued growth and innovation of our **IT and GIS services**, Taru Leading Edge is looking to hire a talented, motivated, and driven individual to join our strategic consulting firm as '**Consultant (IT)**'. The consultant is responsible for providing technical support and ensuring the smooth operation of our organization's technology infrastructure.

Role & Responsibilities

Front-End Development:

- Write clean, well-structured HTML and CSS code for web pages and user interfaces.
- Collaborate with designers to implement visual designs and user interfaces.
- Ensure web pages and interfaces are responsive and function well across various devices and screen sizes.
- Develop high-fidelity prototypes and mock-ups for web and mobile applications.
- Collaborate with developers to ensure design feasibility.
- Implement responsive design techniques, integration of APIs, and media queries.
- Test and ensure cross-browser compatibility of web pages, making necessary adjustments to accommodate different browsers and versions.
- Follow best practices for web accessibility (WCAG) and usability to create web content that is inclusive and user-friendly.
- Optimize web pages for performance, including image optimization, minimizing HTTP requests, and improving page load times.
- Use version control systems (e.g., Git) to manage and track changes to code and collaborate with team members.
- Maintain and update existing web pages and interfaces as needed, ensuring code quality and consistency.
- Conduct quality assurance testing to identify and fix any issues related to HTML and CSS.
- Document code and development processes to facilitate collaboration and future maintenance.

Technical Support:

- Provide timely technical support for software, hardware, and network-related issues.
- Diagnose and resolve software and hardware problems on computers, printers, and other IT equipment.

Network Management:

- Monitor and maintain the organization's network infrastructure.
- Troubleshoot network connectivity issues and work to resolve them.

Software Management:

- Install, update, and maintain software applications, operating systems, and antivirus programs.
- Ensure that all software licenses are up to date and comply with legal requirements.
- Manage software deployment and updates.

Data Backup and Security:

- Implement data backup and recovery procedures to safeguard organizational data.
- Assist in maintaining the security of IT systems, including firewalls, antivirus, and security patches.

IT Projects:

- Participate in IT projects, proposal writing, concept development, and product development.
- System upgrades, migrations, and new technology implementations.
- Collaborate with IT team members on project planning and execution.

Job Specification: Qualification and Skill sets

- A bachelor's/master's degree in computer science and technology/computer applications
- 3-4 years of experience in respective domain.
- Proven experience in HTML and CSS development.
- Familiarity with responsive design and cross-browser compatibility.
- Experience in working with GIS software is add on
- Experience with version control systems, such as Git
- Proficiency in using web development tools and editors.
- Strong problem-solving skills and attention to detail.
- Ability to work both independently and collaboratively within a team.

Location

Reporting office at Ahmedabad. Need to travel across India as well as other countries as per project need.

Joining Date

Immediate

CTC

Attractive. The remuneration shall not be a constraint for the deserving candidate.

Apply

Candidates can mail their CV with three references to hr@taru.org.

Last date of application is 05th November 2023. Please include current CTC in your CV. In order to ensure that your application is sorted correctly, please clearly mention the title and location of the post in the subject line of your e-mail/application.

Only shortlisted candidates will be contacted for the interview.