

**Occupation:** IT Department

**Job:** Managing

**Position:** IT Manager

**Location:** Aditya Birla Memorial Hospital, Pune

**Qualifications:**

**Education:** Master's in Information Technology/ Healthcare Administration/  
Professional Certification/ CISCO/ CDAC

**Experience:** 10-12 Years of experience IT department or preferably in  
multidisciplinary hospital.

**Skills:** Leadership skills, Management, Motivating, Inter-personal skills, Time  
and man-management

**Reports to:** Assistant General Manager

**Duties and Responsibilities:**

- Responsible for overseeing the daily operations of the IT department, ensuring the efficiency of the hospital's technology infrastructure.
- Managing a team of IT professionals, coordinating IT projects, and ensuring the security and compliance of all IT systems.
- Coordinate with vendors and service providers for system support and upgrades.
- Conduct performance evaluations and manage staff schedules.
- Manage relationships with IT vendors and service providers.
- Evaluate and recommend new technologies and services that support hospital operations.
- Planning and Scheduling training programs for staff to keep them updated.
- Hands on different software/ RHIS
- Knowledge about CISCO – networking certification