Job Description

Position Title	:	Manager/ Sr Manager – IT	Department	:	Information Technology
Location	:	New Delhi	Reports to	:	Head - IT

Job Scope / Position Summary

Effective support on Oracle 12c along with forms & reports development & Maintenance

Sr. No.	Main Responsibility
1	Support on Oracle 12c – forms & reports
2	Timely and accurate generation of ad-hoc MIS as required by users
3	Enhancements, bug fixing in existing application
4	Ensure changes are carried out in timely manner and due change management process is followed
5	Co-ordination with users on understanding requirements and performing testing
6	Understanding of Oracle database upkeep & maintenance
7	Analyzes data to identify root cause problems from repetitive calls/issues, and make suggestions for next-issue avoidance.
8	Publish timely dashboards
9	IT Applications support

Qualification and Experience Requirement

Education :	BE/MCA/BSc, preferred – BE
Experience :	5 – 10 years

Behavioural Skills	Behavioral Skills (Please select drop down)	Behavioral Traits
	Always demonstrates **Execution**	Accomplishing set goals within defined timelines, with complete accountability and high quality of output to meet business needs
	Always demonstrates **Proactivity**	Constantly look for opportunities and take responsibility to outperform
	Partially demonstrates **Decision Making**	Connect with multiple stakeholders at all levels to identify simple and best solutions to make smart decisions
	Demonstrates and facilitates	Be open, adaptable and flexible to changes to support business growth

Behavioural Skills	**Adaptability**	
	Demonstrates and facilitates **Teamwork**	Constantly communicate, foster collaboration, listen to engage, share and seek feedback to achieve common goals
	Always demonstrates **Solution Orientation**	Ability to look past the current issues and bottle necks to arrive at the most effective solutions to achieve desired business results
	Partially demonstrates **Digital Acumen**	Have high degree of proficiency in MS Office package i.e., Excel, Power Point and Word
Functional Skills (Role Specific)	Oracle 12c, forms & Reports, SQL Programming Linux user level Database maintenance Excellent verbal and written communication skills	

Reporting Structure

Head - IT

Manager/ Sr Manager - IT