"And those who were dancing were thought to be insane by those who could not hear the music" – Friedrich Wilhelm Nietzsche

Job Description

Position	Computer Operator
Relevant themes	Data Management, Documentation, Typing Support, IT Expert
Location	Chennekothapalli, Sri Sathya Sai District, Andhra Pradesh

Background:

The Timbaktu Collective is a grassroots non-profit organization initiated in 1990 that works towards the sustainable development of marginalized rural people including landless labourers, artisans, small and marginal farmers, women, children, youth and persons with disabilities, across 347 villages in 14 mandals of the drought prone Ananthapuramu and Sri Sathya Sai districts of Andhra Pradesh.

Roles and Responsibilities:

1. Provide typing, editing, printing, scanning, photocopying support in English and preferably Telugu.
2. Provide maintenance support for office internet connections, computers, laptops, printers, and other office equipment.
3. Provide basic design support using MS Office, Photoshop, PageMaker, Coral DRAW, or other relevant software.
4. Maintain and organise photographs, videos, documents, and data backups, while ensuring orderly storage and confidentiality.
5. Undertake any work assigned by the reporting person to support the administration work of the organization.

Eligibility criteria:

1. Bachelors/Masters degrees in relevant fields.
2. Excellent computer skills, including proficiency in MS Office.
3. Skilled in data entry and editing,
4. Good written and oral communication skills in English and preferably Telugu.
5. Prior experience as a computer operator or administration work is desirable.

Field Office & Mailing Address: Chennekothapalli village, Sri Sathya Sai District, Andhra Pradesh - 515101
Registered Office: No. 46 Primrose Road, Bengaluru, Karnataka - 560025
tel: +91 8309 499 800 **web:** www.timbaktu.org **email:** info@timbaktu.org

Remuneration:

The first three months of your employment will be considered a 'probation period'. During the probationary period, candidates can expect to receive a monthly remuneration ranging from INR 25,0000 to 35,000, based on previous experience and demonstrated skills. After probation there may be a revision based on demonstrated talent and skills.

Application Process:

Interested candidates can apply for the post by sending their CV to hr@timbaktu.org

Field Office & Mailing Address: Chennekothapalli village, Sri Sathya Sai District, Andhra Pradesh - 515101
Registered Office: No. 46 Primrose Road, Bengaluru, Karnataka - 560025
tel: +91 8309 499 800 **web:** www.timbaktu.org **email:** info@timbaktu.org