



**Consulate General of India
San Francisco**

Applications Are Invited For the Post of IT and Systems Administrator

The Consulate General of India, San Francisco invites applications for one (01) full-time post of **IT and Systems Administrator**.

Required Qualifications and Skill Set

- Bachelor's degree in Computer Science or a related field; relevant certifications are a plus
- Working knowledge of IT systems and equipment, including networks, hardware, and software troubleshooting
- Proficiency with AI tools for practical applications
- Experience with basic system administration tasks, such as user account management, routine backups, and system updates
- Understanding of cybersecurity best practices, including data protection and safeguarding sensitive information
- Strong troubleshooting skills to diagnose and resolve technical issues across hardware, software, and network systems
- Familiarity with audio-visual and IT equipment setup for events and official functions
- Prior experience in an IT support role
- Strong communication skills, with flexibility to support Consulate operations and events, including evenings/weekends as needed

Work Profile

- Manage and maintain the Consulate's IT infrastructure and troubleshoot hardware, software, and network issues
- Set up, configure, and maintain user accounts, access controls, and permissions across systems
- Maintain data backup and cybersecurity protocols to safeguard sensitive information
- Coordinate with external IT vendors for equipment procurement and support
- Maintain and update the Consulate's website and internal digital platforms
- Provide day-to-day technical support to Consulate staff
- Set up and manage AV and IT equipment for events and official functions, including sound systems, projectors, and video conferencing/live streaming
- Evaluate and implement AI tools to improve operational efficiency
- Maintain an inventory of IT assets and coordinate timely upgrades or replacements
- Perform other duties as assigned

Eligibility: U.S. Citizen / Permanent Resident (Green Card Holder)

Working Hours: Regular office hours of the Consulate. The applicant should be willing to work beyond prescribed hours and on weekends/holidays, depending on the exigencies of work.

Initial Monthly Pay: US\$ 4588. The salary and cost-of-living allowance shall be subject to periodic revision. Health insurance coverage and paid leave shall be provided in accordance with the rules prescribed by the Ministry of External Affairs, Government of India, as amended from time to time.

Important

Interested candidates may submit their application and resume, along with all supporting documents (educational certificates, a copy of their passport, and proof of U.S. citizenship or permanent residency), by **Wednesday, August 5, 2026**, to pic.sf@mea.gov.in and vcadm.n.sf@mea.gov.in.

Shortlisted candidates shall be invited for an interview.

For further details/clarifications, please contact: 732-397-2005. (Monday-Friday -10 AM-5:00 PM)