ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. **JOB IDENTIFICATION**

   1.1. Position Title: Asst. ICT Officer

   1.2. Position Level: PL8

   1.3. Occupational Group :   Administrative and Technical

   1.4. Mode of Employement :   Regular

   1.5. College/OVC   :   Jigme Namgyel Engineering College

   1.6. Number of slots   :   01

2. **MAIN PURPOSE OF THE POSITION:**

   The Asst. ICT Officer shall maintain the Local Area Network and manage all ICT Services in the College. Implement and develop policies relating to ICT, Information and Security. Deliver the authority's statutory roles and licensing requirements relating to ICT, and security. Provide advanced technical support to staff and students.

3. **GENERAL ROLES AND RESPONSIBILITIES:**

   The Asst. ICT Officer shall report to President of the College. The General roles and responsibilities of Asst. ICT Officer shall include but will not be limited to the following:

   3.1.   Facilitate the development of policies in the area of ICT and translation of these policies where appropriate into projects and work plans;

   3.2.   Contribute to the development of the organization's ICT infrastructure and applications systems;

   3.3.   Plan and coordinate procurement of facilities related to information technology;

   3.4.   Maintain detailed documentation of the network infrastructure and equipment.

   3.5.   Ensures that the organization's databases and applications conform to the technical standards followed in the country;

   3.6.   Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results;

   3.7.   Participate in negotiations for software purchases with vendors overseas the maintenance of licenses resulting from such purchases;

   3.8.   Assist in setting and coordinating priorities for allocation of budget for ICT based on the requirements of the organization.

   3.9.   Carry out any other task that may be assigned from time to time

4. **SPECIFIC ROLES AND RESPONSIBILITIES:**

   4.1.   Overall management of ICT and its services in the College;

   4.2.   Knowledge of Applications and database development, management, and maintenance;

   4.3.   Knowledge of Virtualization and Server Manage;

   4.4.   Knowledge of router, switch and wireless device configurations;

   4.5.   Knowledge of graphics designing and video editing.

5. **KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:**

   5.1.   **Education:** BIT/BCA/B.Sc. IT/B.Sc Computer Sc./B Engg. IT

   5.2.   **Experience:** Preference will be given to candidates with experience in the relevant

field at professional positions or equivalent.

5.3. **Knowledge Skills and Abilities:**

5.3.1. Conversant in the area of responsibilities both in terms of technical know-how and changing environment;

5.3.2. Good communication skills both in terms of writing and speaking;

5.3.3. Sound analytical skills with knowledge in planning, management, and execution of projects and activities;

5.3.4. Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making;

5.3.5. Ability to work in teams and ready to work beyond working hours;

5.3.6. Capable of coping with pressures of the job and meeting deadlines and competing demands;

5.3.7. Ability to understand, troubleshoot and resolve software issues.