

## TERMS OF REFERENCE

**Position:** Senior Manager, ICT

### 1. Overall job responsibilities

The Senior Manager, ICT shall be responsible for planning, development and management of Company's IT infrastructure services and products and shall work under the supervision of Head of Corporate Services.

### 2. Specific Responsibilities

- a. Support the administration in planning, procurement, development and management of IT/ ICT and related services and products;
- b. Maintain an efficient and dynamic website for the company in a creative manner;
- c. Manage and maintain the company's IT system (Tally) effectively;
- d. Ability to develop mobile and web applications as per the company requirement;
- e. Design and maintain a strong database of all work-related reports of BDFL;
- f. Advise the management on matters relating to ICT/ and how to optimize and integrate use of IT to improve operational efficiencies;
- g. Assist in maintaining and updating inventory of stores periodically;
- h. Work closely with Administration, Finance, Procurement, Store Section and consolidate IT management system;
- i. Manage cyber security and maintain proper backup of system and data;
- j. Attend to trouble shooting and ensure that the computer system is in operation 24X7;
- k. Directing and supporting the implementation of new software and hardware;
- l. Coordinating IT activities to ensure data availability and network services with minimum downtime; and
- m. Carry out such other works as required by the management.

### 3. Education & Experience Criteria

- a. At least Bachelor's degree in IT or equivalent in computer application with an aggregate score of not less than 55% for three-years course and 50% for four-years course.
- b. Minimum of 50% aggregate in four best subjects including English and Dzongkha in class X and XII.
- c. At least 2 years of relevant work experience in a commercial environment/ government.

### 4. Personal Specifications, Attributes & Competencies

- a. Good domain knowledge, skills and experience;
- b. Strong ability to organize and prioritize workloads and meet deadlines;
- c. High integrity and good work ethics;
- d. Good inter personal relationship;
- e. Flexible working hours; and
- f. Strong analytical skills, good aptitude for learning and keeping updated.



**5. Other requirements**

- a. BDFL application form indicating clearly the post applied for;
- b. Curriculum Vitae (CV) clearly indicating requirements referred to above;
- c. Two (2) referrals/recommendation letters from non-family related referees;
- d. Copies of:
  - i. Certificates- Degree, Class XII and X
  - ii. Transcripts- Degree, Class XII and X
  - iii. Valid Security Clearance Certificate (online)
  - iv. Citizenship Identity Card (CID)
  - v. Valid Medical Fitness Certificate
  - vi. No Objection Certificate from the parent organization, if employed
  - vii. Any other relevant documents

**6. Employment type: Regular**

**7. Salary and other benefits**

- a. BDFL Grade – 6
- b. Pay scale - Nu. 26,850 – 670 - 40,250
- c. House Rent Allowance (HRA) - 20% of the basic pay
- d. PBVI
- e. Other benefits and allowances as per the BDFL Service Rules

