

Terms of Reference for Assistant ICT Officer

We are seeking to recruit two Assistant ICT Officers to oversee our company's computer and server infrastructure, particularly individuals with a deep understanding of web technologies. In the role of IT engineer, you will be tasked with configuring hardware, installing software, administering network systems, and educating staff on proper operational protocols.

Responsibilities:

- Manage the upkeep of social media pages and the BBS website.
- Guarantee website content remains current.
- Develop and deploy computer hardware setups.
- Implement software and network setups.
- Address network and software glitches.
- Deploy advanced software security measures.
- Conduct staff training on newly implemented hardware and software solutions.
- Resolve hardware, software, and networking problems.
- Attend various IT support inquiries.
- Maintain the currency of security software.

Requirements:

- Proficiency in Wordpress
- Proficiency in web technologies and web server administration
- Proficiency in computer hardware systems
- Familiarity with various operating systems, enterprise solutions, programming languages, and office software
- Understanding of LAN and wireless network configurations
- Project management capabilities
- Strong communication aptitude
- Proficient in troubleshooting intricate software and hardware problems
- Understanding of database management and network security protocols

Qualification:

Should have:

- minimum a Bachelor in Computer Science / Bachelor of Science in Information Technology/ Bachelor in Information Technology/ B.E in Information Technology / Bachelor in Computer Application.
- Scored on average 60% and above in class X (English and Dzongkha + best three subjects), XII (English + best three subjects) and college.

Selected candidates will be placed in BBS grade P3-2 with the starting salary of Nu. 24,885 plus applicable allowances

Application deadline:

Application along with all relevant documents should to the HR section, BBS latest by 5 PM 19th April, 2024

Shortlisting and date for written test: Saturday 27th April, 2024.