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BHUTAN BROADCASTING SERVICE CORPORATION



### Terms of Reference (ToR) for Webmaster

**Position Title:** Webmaster

**Reports to:** Editor-in-Chief, News Division, NCAD.

**Location:** Thimphu

**Start Date:**

#### I. Purpose of the Assignment

The Assistant Webmaster will provide technical and operational support for the maintenance, optimisation, and development of the BBS website and associated cloud-based digital platforms, ensuring secure, reliable, and efficient digital publishing services.

#### II. Objectives

- Ensure the continuous availability, reliability, and security of the BBS website and related digital platforms.
- Support the development, optimization, and performance improvement of web-based services.
- Strengthen technical support for digital publishing, multimedia integration, and analytics monitoring.
- Enhance the digital presence of BBS through improved website performance, SEO, and platform integration.

#### III. Scope of Work

The assignment will include, but not be limited to, the following:

1. **Website Maintenance and Operations:** Support the daily operation of the Word Press-based BBS website, including troubleshooting front-end and back-end issues and performing regular system updates and health checks.
2. **Custom Development and Optimization:** Assist in the development and maintenance of custom Word Press plugins, themes, and site functionalities, including optimization of PHP, JavaScript, and CSS code.



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3. **API Integration:** Support integration of third-party platforms and APIs for multimedia publishing, analytics, and social media embedding.
4. **Cloud Infrastructure Support:** Assist in monitoring and maintaining cloud hosting environments, server performance, backups, and SSL/TLS certificates.
5. **Database Management:** Support monitoring, optimization, and maintenance of MySQL/MariaDB databases.
6. **Content and SEO Support:** Provide technical assistance for multimedia publishing, implement SEO best practices, and assist in managing embedded content and analytics reporting.
7. **Digital Platform Coordination:** Provide technical support to newsroom teams for web publishing, live streaming, and digital content management as required.

#### IV. Responsibilities of the Assistant Webmaster

The Assistant Webmaster will:

- Maintain website performance, uptime, and system security.
- Assist in managing automated backups, firewall configurations, and malware protection measures.
- Support monitoring of website analytics, traffic patterns, and performance metrics.
- Coordinate with editorial, ICT, and digital media teams to resolve technical issues.
- Perform any other related duties assigned by the supervisor in support of digital operations.

#### V. Deliverables

- Continuous availability and operational reliability of the BBS website and associated services.
- Updated and optimized website components, plugins, and system configurations.
- Periodic reports on website performance, analytics, and technical maintenance activities.
- Technical support provided to newsroom teams for web publishing and multimedia integration.



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## VI. Qualifications and Experience

The candidate should possess:

- A Bachelor's Degree in Information Technology, Computer Science, Web Development, or a related field.
- Should have scored minimum of 55 and above in class X,XII and Degree
- Minimum 1–2 years of relevant experience in website administration or web development.
- Working knowledge of PHP, HTML5, CSS3, and JavaScript.
- Intermediate knowledge of Word Press CMS and basic to intermediate understanding of cloud infrastructure.
- Familiarity with Git/version control systems, Linux command line, Google Analytics, and Google Search Console.
- Basic skills in graphic design and multimedia optimization for web publishing.

## VII. Pay and Other Benefits

Remuneration and benefits shall be determined in accordance with BBS service rules and regulations, based on qualifications and relevant work experience.

## VIII. Reporting Lines

The Assistant Webmaster will report to the Editor-in-Chief, News Division, NCAD.

## Mandatory Documents (required to be submitted along with application)

1. Cover letter addressed to the General Manager, Corporate Services Department
2. Curriculum Vitae (CV).
3. Academic certificates and transcripts( Class X,XII and Degree)
4. Valid Bhutanese Citizenship Identity Card.
5. Valid security clearance certificate.
6. No Objection letter (if employed)
7. Proof of Work Experience (supporting documents).

Non-submission of any of the above documents or partial submission shall lead to rejection of the application.