



ROYAL UNIVERSITY OF BHUTAN
GEDU COLLEGE OF BUSINESS STUDIES
POSITION PROFILE

1. JOB IDENTIFICATION:

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| 1.1 | Position Title | : Assistant ICT Officer/ICT Officer (Networking) |
| 1.2 | Position Level | : 8/7/6 |
| 1.3 | Occupational Group | : Administrative & Technical |
| 1.4 | Mode of Employment | : Regular |
| 1.5 | College/OVC | : Gedu College of Business Studies |

2. MAIN PURPOSE OF THE POSITION:

- 2.1 Automate and streamline various ICT network services to improve operational efficiency and service delivery.
- 2.2 Ensure stable and secure LAN/WAN connectivity and manage internet access to support academic and administrative operations.
- 2.3 Implement and monitor cybersecurity protocols to protect institutional data and ICT infrastructure.
- 2.4 Plan and manage ICT projects aligned with the college's digital transformation goals.
- 2.5 Provide user support, training, and capacity development for staff and students on ICT tools and platforms.
- 2.6 Lead the implementation of innovative technology solutions and network upgrades for campus-wide improvement.

3. GENERAL ROLES AND RESPONSIBILITIES

- 3.1 Facilitate the development of policies in ICT and translation of these policies where appropriate into projects and work plans.
- 3.2 Design, configure, and maintain both wired and wireless network infrastructure to ensure high availability and performance across campus.

- 3.3 Monitor network traffic, analyze bandwidth usage, and ensure optimal load balancing and fault tolerance.
- 3.4 Implement network security protocols including firewall configurations, VPN setup, intrusion detection/prevention systems (IDS/IPS), and secure access policies.
- 3.5 Conduct regular vulnerability assessments and penetration testing of the college's network infrastructure.
- 3.6 Manage IP addressing schemes (IPv4/IPv6), DHCP configurations, DNS management, and VLAN segmentation.
- 3.7 Document all network configurations, change logs, and topology diagrams for disaster recovery and continuity planning.
- 3.8 Provide level 2 and level 3 troubleshooting support for networking issues escalated by ICT support teams.
- 3.9 Coordinate with ISPs and other external service providers to maintain internet uptime and troubleshoot outages.
- 3.10 Plan and lead the implementation of upgrades to core network hardware, including switches, routers, and wireless controllers.
- 3.11 Support and maintain network authentication services such as RADIUS, LDAP, and Active Directory integration.
- 3.12 Develop and deliver basic training and guidelines for users and ICT staff regarding network usage and security best practices.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Practical knowledge of Database Management systems.
- 4.2 Strong Knowledge, experience and understanding of networking including configuration.



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Royal University of Bhutan
Gedu College of Business Studies
Gedu, Chhukha Dzongkhag



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

5.1 **Education:** MSc. IT/M.Tech. IT/BIT/BCA/B.Sc IT/B Engg. IT OR Equivalent qualification.

5.2 **Experience:** Experienced candidates will be preferred for shortlisting only.

5.3 **Knowledge Skills and Abilities:**

- Knowledge of different operating systems and all related utilities.
- Knowledge of relational databases, database management and software engineering;
- Good knowledge of programming languages, web development software and networking tools;
- Ability to analyze unfamiliar data structure;
- Ability to think logically and to solve problems analytically;
- Strong interpersonal and communication skills.