



འབྲུག་རྒྱལ་འཛིན་གཞུག་ལག་སློབ་མཉམ་སྦྲེལ་དགོངས་ཚུལ་
རྒྱལ་མཐོ་རིམ་སློབ་ཁྲིམས།
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Royal University of Bhutan
Gedu College of Business Studies
Gedu: Chukha Dzongkhag



ROYAL UNIVERSITY OF BHUTAN POSITION PROFILE

1. JOB IDENTIFICATION:

- 1.1 **Position Title** : Assistant /ICT Officer
- 1.2 **Position Level** : 8-7
- 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 Design and Develop College Database Management System.
- 2.2 Facilitate to design MOOC courses.
- 2.3 Automate various services at college.
- 2.4 Support digitalizing project of the college, "DIGITAL GCBS".

3. GENERAL ROLES AND RESPONSIBILITIES

- 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 Apply fundamental concepts, practices, procedures and existing policies and guidelines in specialised areas of information technology.
- 3.3 Implement activities related to development of infrastructure and facilities for ICT based networking.
- 3.4 Always ensure secured LAN and Internet connectivity in the campus.
- 3.5 Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results.
- 3.6 Assist in setting and coordinating priorities for allocation of budget for ICT based on the requirements of the organisation.

