ROYAL UNIVERSITY OF BHUTAN

GEDU COLLEGE OF BUSINESS STUDIES

POSITION PROFILE

1. JOB IDENTIFICATION:

1.1   Position Title   : ICT Officer/Sr. ICT Officer

1.2   Position Level   : 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   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 specialized 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 organization.

3.7   Assist in identifying and arranging appropriate skills for ICT personnel in the organization.

3.8   Assist in establishing long and short term goals and sets priorities in the area of information technology.

3.9   Participate in negotiations for software purchases with vendors; oversees the maintenance of licenses resulting from such purchases.

3.10   Carry out any other task that may be assigned from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES:

4.1   Practical knowledge of Database Management system.

4.2   Knowledge of Software Development;

4.3   Knowledge, experience and understanding of a networking including wireless configuration.

4.4   Experience in video/graphic designing.

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

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

5.2 **Experience:** (Minimum 5 years) Experienced in Database Management System/ Software   Development will be preferred.

5.3 Knowledge Skills and Abilities:

5.3.1   Conversant in the area of responsibilities both in terms of technical knowledge and changing environment.

5.3.2   Good communication skills both in terms of written and spoken.

5.3.3   Sound analytical skills with knowledge in planning, management and execution of projects and activities.

Telephone: President: +975-05-282297, PA to President: 05-282286, Deputy President: 05-282425, Director of College Operations: 05-282292, ADM/HR Section: 05-282511, Finance Section: 05-282291, Library: 05-282212, Exam & Student Record Section: 05-282270, ICT Section: 05-282361, Guest House: 05-282220 Security Gate: 05-282288

5.3.4 Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision making.

5.3.5 Ability to work in teams and ready to work beyond working hours.

5.3.6 Capable of coping with pressures of the job and meeting deadlines and competing demands.

5.3.7 Ability to understand, troubleshoot and resolve software issues.