



**ROYAL UNIVERSITY OF BHUTAN
GEDU COLLEGE OF BUSINESS STUDIES
POSITION PROFILE**

1. JOB IDENTIFICATION:

- 1.1 Position Title : Assistant ICT Officer/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, Maintain and Implement a computer network.
- 2.2 Facilitate to design MOOC courses.
- 2.3 Automate various network ICT services at college.

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 Initiate plans for digital transformation of the college and beyond.
- 3.11 Ensure the stable operation of the in-house computer network. This includes planning, developing, installing, configuring, maintaining, supporting and optimizing all network hardware, software and communication links.
- 3.12 Assist in analyzing and resolving end-user hardware and software computer problems in a timely and accurate fashion and provide end-user training where required;
- 3.13 Assist in developing and implementing network system and user security requirements;
- 3.14 Assist in analyzing network workload, monitoring performance and diagnosing problems;
- 3.15 Assist in evaluating the productivity implications of upgraded servers and analyze the computer and information needs of the organization.

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:** Experienced candidate 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.