

ToR of IT Officer

Office	IT Section, CSD
Function	Administer company's ICT policies and procedures including but not limited to maintaining and upgrading ICT infrastructures, coordinating and implementing digitization of work processes, development of business systems and applications depending on changing environment.
Reporting	IT Manager, CSD.
Qualification	Minimum of Bachelor's degree in relevant fields (IT & Information Systems/Computer applications/Computer Science/Computer Engineering)
Knowledge, Skills & Abilities	ICT (Server configuration, Network administration, Cyber security, Scripting and programming, Web-designing, archiving, Database management, hardware management, etc.); Project management; ERP Management, Analytical; Disaster management; Presentation; Communication; Business acumen; Leadership; Integrity & ethics; Client centric.
Location	HO, Thimphu
Functional Responsibilities	<ul style="list-style-type: none"> • Administer company's ICT policy and procedures; • Manage communication facilities such as Internet/LAN connections, tally networks, computers, presentation gadgets and other audio-visual equipment. • Plan, design, develop and launch effective information systems and operation systems in support of core organizational functions; • Establish, review, update and upgrade the Management Information System; • Develop a proper graphic identity for the Company to be used in all print communications, signage, promotional material etc. and ensure that all the Company's print presentations such as advertisements, letterheads, facsimile, and web site comply with its corporate identity standards; • Manage and troubleshoot networks, identify and correct malfunctions and other operational difficulties; • Lead the digital strategy journey of the company. <p><i>* Any other tasks assigned by IT Manager/GM, CSD and Management.</i></p>