

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

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| 1.1 | Position Title | : Assistant ICT/ICT/Sr. ICT/Dy. Chief ICT Officer |
| 1.2 | Position Level | : PL 08 - 05 |
| 1.3 | Occupational Group | : Administrative and Technical Staff |
| 1.4 | College/OVC | : Paro College of Education |

2. MAIN PURPOSE OF THE POSITION: *(provide main purpose of the job).*

The primary responsibility of the position is to manage ICT department of the College efficiently.

3. GENERAL ROLES AND RESPONSIBILITIES: *(Use Representative Work Activities as provided in Position Directory).*

- 3.1 Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results.
- 3.2 Assist in setting and coordinating priorities for allocation of budget for ICT based on the requirements of the organization.
- 3.3 Assist in identifying and arranging appropriate skills for ICT personnel in the organization.
- 3.4 Assist in establishing long and short term goals and sets priorities in the area of information technology;
- 3.5 Participate in negotiations for software purchases with vendors; oversees the maintenance of licenses resulting from such purchases;
- 3.6 Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results;
- 3.7 Assist in the writing of research papers, briefs and reports, discussion materials; and
- 3.8 Carry out any other task that may be assigned from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES: *(Provide list of specific task that is not covered by the Representative Work Activities).*

- 1.1 Practical knowledge of Database Management system.
- 1.2 Knowledge of Software Development;
- 1.3 Knowledge, experience and understanding of a networking including wireless configuration.
- 1.4 Experience in video/graphic designing.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS: *(Use KSA and Position Profile Matrix Position Directory as a guide).*

- 5.1 Education:** Minimum of BIT/BCA/B.Sc IT/B Engg. IT

5.2 Experience: Experience will be given preference for the purpose of shortlisting

5.3 Knowledge Skills and Abilities:

- 5.3.1 Conversant in the area of responsibilities both in terms of technical knowhow and changing environment;
- 5.3.2 Good communications skills both in terms of written and speaking;
- 5.3.3 Sound analytical skills with knowledge in planning, management and execution of projects and activities;
- 5.3.4 Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making; and
- 5.3.5 Ability to work in teams and ready to work beyond working hours.
- 5.3.6 Knowledge of different operating systems and all related utilities;
- 5.3.7 Knowledge of relational databases, database management and software engineering;
- 5.3.8 Good knowledge of programming languages, web development software and networking tools;
- 5.3.9 Ability to analyze unfamiliar data structure;
- 5.3.10 Ability to think logically and to solve problems analytically;
- 5.3.11 Strong interpersonal and communication skills.