Terms of Reference for Assistant ICT Officer

We are looking to recruit three Assistant ICT Officer to manage our company's computer and server systems. As an IT engineer, you will be responsible for hardware configurations, installing software, managing networks systems, and training staff on correct operating procedures. BBS is a broadcast company and you would be responsible for learning how to maintain the broadcast servers and related equipment.

Responsibilities:

- Discuss the system needs with the IT head.
- Design and install computer hardware configurations.
- Install software and networking systems.
- Troubleshoot network and software issues.
- Install high-level software security systems.
- Train staff on newly installed hardware and software systems.
- Fix hardware, software, and networking issues.
- Respond to general IT requests.
- Ensure the security software is kept up to date.
- File monthly reports for the IT head.

Requirements:

- Extensive knowledge of computer hardware systems.
- Familiarity with general OS systems, Enterprise, programming languages, and Office software.
- Knowledge of LAN and wireless networks.
- Ability to project manage.
- Good communication skills.
- Ability to troubleshoot complex software and hardware issues.
- Knowledge of database and networking security systems.

Qualification
Should have
- minimum a Bachelor in Computer Science / Bachelor of Science in Information Technology/ Bachelor in Information Technology/ B.E in Information Technology / Bachelor in Computer Application.
- scored on average 60% and above in class X (English and Dzongkha + best three subjects), XII (English + best three subjects) and college

Selected candidates will be placed in BBS grade P3-2 with the starting salary of Nu. 24,885 plus applicable allowances

- Application deadline: Friday, December 16, 2022
- Date for written test : Saturday 24 December , 2022