

**ROYAL GOVERNMENT OF BHUTAN
ROYAL UNIVERSITY OF BHUTAN**

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title: ICT Officer**
- 1.2 Position Level: 8 - 4**
- 1.3 Occupational Group: Administrative & Technical**
- 1.6 Place of work: Office of the Vice Chancellor**

2. MAIN PURPOSE OF THE POSITION:

The ICT Officer shall assist the Chief ICT Officer in providing ICT services for teaching-learning, research, networking and communication services in the University.

3. Representative Work Activities:

- Facilitate the development of policies in the area of ICT and translation of these policies where appropriate into projects and work plans;
- Apply fundamental concepts, practices, procedures and existing policies and guidelines in specialised areas of information technology;
- Implement activities related to development of infrastructure and facilities for ICT based networking;
- Organise task force and related meetings for information systems and technology developments;
- Participate in negotiations for software purchases with vendors oversees the maintenance of licenses resulting from such purchases;
- Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results; and
- Carry out any other task that may be assigned from time to time.

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

- 4.1 Education:** Bachelors Degree in IT or equivalent

4.2 Experience: Preference shall be given those with experience in system and network administration.

4.3 Knowledge Skills and Abilities:

- Conversant in the area of responsibilities both in terms of technical knowhow and changing environment.
- Good communications skills both in terms of written and speaking.
- Sound analytical skills with knowledge in planning, management and execution of projects and activities. Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
- Ability to work in teams and ready to work beyond working hours.