

**College of Language and Culture Studies
Royal University of Bhutan, Taktse, Trongsa**

Position Profile

1. Job Identification:

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| 1.1. Position Title | : Asst. ICT Officer/ ICT Officer/ Sr. ICT Officer/ Deputy Chief ICT Officer |
| 1.2. Position Level | : PL8/PL7/PL6/PL5 |
| 1.3. Occupational Group | : Administrative and Technical |
| 1.4. College/OVC | : College of Language and Culture Studies, Royal University of Bhutan, Taktse, Trongsa |

2. Main Purpose of the Position:

The Asst. ICT Officer/ICT Officer/Sr. ICT Officer/Deputy Chief ICT Officer shall maintain the Local Area Network and support remote working. Implement and develop policies relating to ICT, Information and Security. Deliver the authority's statutory roles and licensing requirements relating to ICT, and security. Provide advanced technical support to staff.

3. General Roles and Responsibilities:

The Asst. ICT Officer/ICT Officer/Sr. ICT Officer/Deputy Chief ICT Officer shall report to the President. The General roles and responsibilities shall include but will not be limited to the following:

- 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. Contribute to the development of the organization's infrastructure and applications systems;
- 3.3. Plan and coordinate procurement of facilities related to information technology;
- 3.4. Establish and enforce application standards;
- 3.5. Manage staff professional development in information technology and knowledge management;
- 3.6. Ensures that the organization's databases conform to the technical standards followed in the country;
- 3.7. Provide substantive input into the development of policies and priorities with respect to ICT project matters;
- 3.8. Coordinate the development of appropriate guidelines and classification systems;
- 3.9. Co-ordinate and facilitate the implementation of College/OVC projects and work plans;
- 3.10. Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results;
- 3.11. Participate in negotiations for software purchases with vendors overseas the maintenance of licenses resulting from such purchases;
- 3.12. Assist in setting and coordinating priorities for allocation of budget for ICT based on the requirements of the organization.

- 3.13. Prepare an annual work plan and implement it for the concerned functional unit: and
- 3.14. Carry out any other task that may be assigned from time to time

4. Specific Roles and Responsibilities:

- 4.1. Organize task force and related meetings for information systems and technology developments on teaching learning;
- 4.2. Overall management of ICT and its services in the College;
- 4.3. Contribution to the national ICT plans and policies, as well as at the international level by participating more in the appropriate forums;
- 4.4. Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results;
- 4.5. Applications and database development, management, and maintenance

5. Knowledge, Skills & Abilities:

- 5.1. Education : BIT/BCA/B.Sc. IT/ B Engg. IT
- 5.2 Experience : Relevant experience will be recognized as per the lateral entry criteria.

5.2. Knowledge Skills and Abilities:

- 5.2.1. Conversant in the area of responsibilities both in terms of technical know-how and changing environment
- 5.2.2. Good communication skills both in terms of writing and speaking.
- 5.2.3. Sound analytical skills with knowledge in planning, management, and execution of projects and activities.
- 5.2.4. Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
- 5.2.5. Ability to work in teams and ready to work beyond working hours