

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 **Position Title:** Senior ICT officer
- 1.2 **Position Level:** 6
- 1.3 **Occupational Group:** Administrative & Technical Positions
- 1.4 **College/OVC:** Gyalpozhing College of Information Technology

2. MAIN PURPOSE OF THE POSITION:

- Network Administrator and
- System Administrator

3. GENERAL ROLES AND RESPONSIBILITIES:

- 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 specialized areas of ICT Technology
- Implement activities related to development of infrastructure and facilities for ICT based networking and system administration.
- Organize task force and related meetings for information systems and technology developments.
- Participate in negotiations for software/hardware 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.
- Lead and guide ICT and lab technicians for all related software, hardware requirements to support GCIT teaching and learning environment.
- Carry out any other task that may be assigned from time to time

4. SPECIFIC ROLES AND RESPONSIBILITIES:

- Install and configure servers
- Operation and management of servers
- Operation and management of ICT services
- Operation and management of cloud server technology (Proxmox)
- Install, configure and manage KOHA library system
- Install, configure and manage Moodle VLE system
- Install, configure and manage DNS server
- Install, configure and manage web server (WordPress)

- Install, configure and manage file server
- Install, configure and manage database server
- Install, configure and manage PF sense security system
- Install, configure and manage UniFi Pro WiFi system
- Design and implement network for both LAN and WLAN
- Revise and document IT policies and procedures for the college
- Provide on-the-job training and guidance for the ICT staff
- Plan and roadmap day-to-day operations for ICT staff

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

5.1 Education:

MTech IT/CS, MEng IT/CS, MSc IT/CS, BEng IT/CS, BSc IT/CS, BTech IT/CS

5.2 Experience:

Should have work experience as Network and System Administration

5.3 Knowledge Skills and Abilities:

- Conversant in the area of responsibilities both in terms of technical knowhow and changing environment.
- Good communications skills with knowledge in planning, management and executions 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
- Skilled in carrying out routine works efficiently and effectively and are able to use appropriate tools.
- Knowledge of rules and regulations pertaining to the area of work.
- Ability to be courteous and able to handle matters in short notice