ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. **JOB IDENTIFICATION**

    1.1   Position Title: Sr. ICT Officer

    1.2   Position Level: 6

    1.3   Occupational Group: Administrative and Technical

    1.4   College/OVC: Gyalpozhing College of Information Technology

2. **MAIN PURPOSE OF THE POSITION:**

    - To oversee and plan for the ICT operation
    - To manage/lead and guide ICT and lab technicians
    - To explore cutting-edge technologies and evaluate them accordingly.

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 a task force and related meetings for information systems and technology developments
    - Participates 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 the following Open Source systems:
    - Moodle VLE system
    - KOHA library system
    - DNS server
    - Web server (WordPress)
    - File server
    - Database server
    - PF sense security 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:** *(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:** Minimum of 5 Years of experience in related Field

   5.3   **Knowledge Skills and Abilities:**

   I.   Conversant in the area of responsibilities both in terms of technical knowhow and changing environment.

   II.   Good communication skills both in terms of writing and speaking.

   III.   Sound analytical skills with knowledge in planning, management, and execution of projects and activities.

   IV.   Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.