ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1 Position Title: Assistant ICT Officer

1.2 Position Level: 8

1.3 College/OVC: Gyalpozhing College of Information Technology

2. PURPOSE, DUTIES AND RESPONSIBILITIES

Purpose: The ICT Officer (IO) shall assist the Senior ICT Officer in undertaking research work and providing technical support in coordinating and implementing projects and/or programmes.

Duties & Responsibilities

A. Policy

▪ Know and apply fundamental concepts, practices, procedures and existing policies and guidelines in specialized areas of information technology.

B. Managerial

▪ Facilitate the implementation of regional projects and work plans;
▪ Assist in the writing of research papers, briefs and reports, and discussion materials;
▪ Assist in negotiations for software purchases with vendors.

C. Administrative

▪ Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results.
▪ With the following technical skills will be added advantage:
    - 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 a network

Systems Analyst

▪ Plan, design, develop and launch effective information systems and operating systems in support of core organizational functions;

▪ Assist in research and development of new approaches to database design and analytic methods;

▪ Formulate new or revise existing systems;

▪ Prepare flowcharts of procedures and block diagrams;

▪ Analyze program requirements for a specified task and develop the methods to provide the appropriate solutions;

▪ Consult with division representatives on obj
ectives, requirements and effectiveness of proposed and existing computer systems.

System Administrator

▪ Ensures the stable operation of the in-house computer software systems;

▪ Secure system by developing system access, monitoring control, and evaluation; establish and test disaster recovery policies and procedures; complete back-ups;

▪ Analyze and resolve end-user software program connectivity issues in a timely and accurate fashion and provide end-user training where required;

▪ Upgrade system by developing, testing, evaluating, and installing enhancements and new software;

▪ Evaluate and /or recommends purchases and have a strong influence on the purchasing process;

▪ Administer a mid-sized site or assist in the administration of a larger site.

Network Administrator

▪ Assist in designing and maintaining physical network architecture and infrastructure;

▪ Ensure the stable operation of the in-house computer network. This includes planning, developing, installing, configuring, maintaining, supporting and optimizing all network hardware, software and communication links.

▪ Assist in analyzing and resolving end-user hardware and software computer problems in a timely and accurate fashion and provide end-user training where required;

▪ Assist in developing and implementing network system and user security requirements;

▪ Assist in analyzing network workload, monitoring performance and diagnosing problems;

▪ Assist in evaluating the productivity implications of upgraded servers and analyze the computer and information needs of the organization.

Database Administrator

▪ Work with application development staff to develop database architectures, coding standards, and quality assurance policies and procedures;

▪ Create models for new database development and/or changes to existing ones;

▪ Monitor database system details within the database, including stored procedures and execution time, and implement efficiency improvements;

▪ Assist in designing and implementing redundant systems, policies, and procedures for disaster recovery and data archiving to ensure effective protection and integrity of data assets;

▪ Develop, implement, and maintain change control and testing processes for modifications to databases;

▪ Conduct research and make recommendations on database products, services, protocols, and standards in support of procurement and development efforts.

Computer Programmer

▪ Assist in planning, designing, developing and launching Learning Management Systems (LMS);

▪ Translate system specifications and requirements into program code and database structures, implements designed functionality;

▪ Analyze output products and debug source code to isolate and correct errors in program logic, syntax, and data entry, and data entry, and to ensure accuracy and efficiency.

▪ Conduct code reviews and unit-level testing. Develop and maintain unit-level test plans;

▪ Modify existing programs to correct program errors or modify existing functionality or interface;

▪ Implement security techniques designed to preclude unauthorized access to computer data and to reduce computing resource misuse;

▪ Design, develop, maintain, and execute test plans for formal qualification testing, system integration testing, regression testing and verification, validation and acceptance testing.

Web Developer

▪ Build the operations end of the organization's website and keep them functioning smoothly;

▪ Design, build and implement new web pages and sites;

▪ Coordinate the planning, maintenance and accessibility of the website content in a way that ensures consistency of the website's look and feels;

▪ Integrate sites with back-end applications, migrating legacy applications to the web;
▪ Perform day-to-day administration of the organization's web portfolio;
▪ Meet with IT staff to design the home page, address and resolve technical problems, and discuss new directions and technology.

3. KNOWLEDGE & SKILLS REQUIREMENTS

3.1 Education: Bachelor in Computer Science/ Bachelor in Computer Application/ Bachelor in Information Technology

3.2 Knowledge of language(s) and other specialized requirements:

• Knowledge of different operating systems and all related utilities;

• Knowledge of relational databases, database management and software engineering;

• Good knowledge of programming languages, web development software and networking tools;

• Ability to analyze unfamiliar data structure;

- Ability to think logically and to solve problems analytically;
- Strong interpersonal and communication skills.