**Bhutan Chamber of Commerce and Industry**

The Bhutan Chamber of Commerce & Industry, Thimphu is pleased to announce the job vacancy for the following vacant post.

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| **Sl #** | **Position Title** | **Slot** | **Qualification** | **Qualifying Criteria** | **Grade** | **Employment Type** | **Remarks** |
| 1. | **ICT officer** | 1 | Bachelors Degree in IT/BCA or equivalent) | Minimum requirements to apply:   * Degree – 60% * Class XII -60% (English + 3 Best Subjects) * Class X -60% (English + 4 Best Subjects) | One year Probation period in **Grade IX**  After Probation period – **Grade-VIII(** as per BCCI Service Rule-2015) | Regular | **Preferably:** Candidates with 3 years experience in web and graphic designing / animation experiences |

Candidates meeting the above requirements may submit your applications through email to choki.gyeltshen@bcci.org.bt ,Human Resource Division with the following documents latest by 4th September, 2020.

1. Application form (download from website)
2. Curriculum Vitae
3. Security Clarence Certificate (SCC)
4. Copy of the Citizen ID Card
5. Medical Fitness Certificate (only if shortlisted)
6. No Objection Certificate from respective organization (if employed)
7. Audit Clearance Certificate (if employed)
8. Academic Transcripts ( Degree, Cl-XII and Cl-X)
9. Merits certificates

**For more details please contact HRO at 77862542 or email at choki.gyeltshen@bcci.org.bt**

**ToR for ICT officer**

**Overall Job Description:** The Information and Communication Technology officer (ICT) shall be responsible for ensuring that ICT systems, equipment and other peripherals are in good working condition and that ICT user departments get the necessary support they need to execute their duties.

**The specific duties and responsibilities (including but not limited to the following) are as specified below:**

1. Design, update, and maintain BCCI Public and Intranet websites.
2. Minimum twice-daily error and content checking of BCCI websites.
3. Designing all reports, documents, broachers and Monthly Newsletter and compile all the reports.
4. Repurposing and formatting content received in a variety of formats from various stakeholders to align with the Web Requirement.
5. Coordinate with stakeholders regarding the updating of information in the BCCI Website.
6. Ensure that site content and design complies with relevant policies and orders issued from time to time.
7. Undertake necessary steps to ensure website security and conduct timely backup of the website.
8. Incorporate other web-based applications and management systems into the websites in accordance to the requirement of the Institute.
9. Pro-actively ensure accessibility and optimum performance of web sites, through regular website audits.
10. Troubleshoot users' technical web-related problems.
11. Analyze the usage of web sites and interpreting web site impact on users and users' needs
12. Assist in the overall deployment and maintenance of IT infrastructure and equipment of the Institute.
13. Research and formulate new applications and innovations for the up gradation of the ICT infrastructure of the Institute.
14. Provide ICT assistance or any other support whenever required.
15. Management of Business Information Center ( ICT, Data based management, Business Information collection and providing related business services to the proponent and users)
16. Coordinate, assimilate and disseminate information within the organization and to members including other relevant stakeholders as necessary.
17. Serve as coordinator/focal person for newsletter publications.
18. Compile articles for newsletter from Departments, and regional offices of BCCI.
19. Attend meetings/seminars/workshops as relevant to prepare articles for newsletters as and when directed.
20. Initiate relevant information sourcing from publications, journals, news and other relevant sources for onwards dissemination through newsletter.
21. Any other tasks as and when assigned.

**Personal Attributes:**

* Self –motivated , team player , action and result oriented
* Well organized, good communication and reporting skills
* Ability to successfully work under tight project deadlines
* High integrity / ethics and ability to meet deadlines

**Salary & Other Benefits**

* As per the pay scales of the BCCI Service Rules of 2015