



**Terms of Reference (ToR) for Asst. ICT Officer**

**Working Place:** BCCI, HQ, Thimphu

**Overall Job Description:**

The Asst. information and communication Technology (ICT) officer 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 Asst. ICT Officer will work under the supervision of senior communication officer of BCCI and will be accountable and answerable to him/her.

**Technical Tasks:**

He/She should have the following skills:

- Operation and maintenance of the Local Area Network (LAN) and Wide Area Network (WAN) systems.
- Setting up and configuring the end- user requirement.
- Designing report documents, brochures, newsletters, etc
- Verifying, Validating and certifying of ICT equipment
- Designing, updating the web portal
- Installation and maintenance of the communications equipment for wired and wireless networks.
- Configuring email and other devices.
- Routine tasks, such as backing up data, monitoring network and systems, servers and peripherals, etc.
- Tracking inventory and evaluating new technologies.
- Ensure end user system is running smoothly by providing system administration and maintenance, ensure data protection and provide end-user support.
- Maintain a high degree of client support for all queries.

**Other Tasks**

- Participate in scrum meetings
- Participate in sprint planning
- Research and development of effective IT modules

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**Head Office:** Post Box No. 147, Doebum Lam, Chubachu – Thimphu 11001, Bhutan  
Tel: +975 2 324254/322742, Fax: +975 2 323936, E-mail: [info@bccci.org.bt](mailto:info@bccci.org.bt) URL: [www.bccci.org.bt](http://www.bccci.org.bt)

**Regional Office Address:**

**Phuentsholing**  
Tel: 05 254961  
Fax: 05 254960

**Bumthang**  
Tel: 03 631210  
Fax: 03 631187

**Mongar**  
Tel: 04 641293  
Fax: 04 641358

**Gelephu**  
Tel: 06 252021  
Fax: 06 252023

**Samdrup Jongkhar**  
Tel: 07 251813  
Fax: 07 251814



### Personal Attributes

- Self-motivation, team player, action and results oriented
- Well – organized, good communication and reporting skills
- Ability to successfully work under tight project deadline
- High integrity/ethics and ability to meet deadline

### Salary & Other Benefits

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

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