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BHUTAN LOTTERY LIMITED
(State Owned Enterprise, Ministry of Finance)

TERMS OF REFERENCE

- 1) **Position Title:** Asst. IT Officer
- 2) **Entry Grade:** 8
- 3) **Pay Scale:** Nu. 20,230- 505-30,330/-
- 4) **Allowance:** 20% HRA and other perks as per company's Service Rule
- 5) **Appointment Type:** Regular
- 6) **Minimum Qualification:** Bachelor's Degree in Computer Science with a minimum of 55% in CL-XII and Degree academic results.
- 7) **Skills and Experiences:**
 - i. .NET Technology (VB, ASP, C#) with Framework 3.5 and above
 - ii. MS SQL database 2008 and above.
 - iii. MS Windows Server 2012 R2-Active Directory, DNS & DHCP
 - iv. Software Developer on enterprise level projects in organizations.
 - v. Proficient in PHP Joomla website maintenance and development.
 - vi. Networking & Hardware
 - vii. Other programming language like C++, Java Programming, HTML, Java Script and XML.
 - viii. Cloud computing services-Amazon Web Services (AWS)
 - ix. Good written and verbal communication skills both in Dzongkha and English.
 - x. Interpersonal relationship building skills

DUTIES & RESPONSIBILITIES

- i. Web maintenance, design and development -maintain regular database and software application backup.
- ii. Perform all necessary software development and maintenance, including coding, testing, debugging and modifications of software.
- iii. Provide technical and systems administration including: general computer support, upgrades, software installations, license management, network and printer support, and end user support.
- iv. Maintain log for lottery transactions including draw results and distributions.



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- v. Evaluate, test, and deploy all software and hardware upgrades to the server infrastructure.
- vi. Administer and maintain computer networks and related computing environments, including computer hardware, systems software, applications software, and all configurations.
- vii. Create user domain and set up user accounts, permissions and passwords.
- viii. Install, maintain, troubleshoot, and update operating systems and user applications.
- ix. Install and configure peripherals including scanners, external drives, monitors and other peripheral hardware.
- x. Monitor network to ensure network functionality and availability to all system users.
- xi. Crimping of Ethernet network cables, install, maintain, troubleshoot wireless and other network infrastructure.
- xii. Monitor online lottery system and game portfolio on regular basis.
- xiii. Perform other duties assigned from time to time