TERMS OF REFERENCE

1) **Position Title:** IT Officer

2) **Entry Grade:** 7

3) **Pay Scale:** Nu. 21,990- 550-32,990/-

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

7) **Skills and Experiences:**

He/she must/should have:

i. Minimum of 4 years of experience in related field

ii. .NET Technology (VB, ASP, C#) with Framework 3.5 and above

iii. MS SQL database 2008 and above.

iv. MS Windows Server 2012 R2-Active Directory, DNS & DHCP

v. Software Developer on enterprise level projects in organizations.

vi. Proficient in PHP Joomla website maintenance and development.

vii. Networking & Hardware

viii. Other programming language like C++, Java Programming, HTML, Java Script and XML.

ix. Cloud computing services-Amazon Web Services (AWS)

x. Good written and verbal communication skills both in Dzongkha and English.

xi. 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.

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