



**Terms of Reference, ICT Division**

Position Title	Slot	Qualification Requirement	Grade	Work Experience	Location
Dy. Manager / Assistant Manager  Information and Communications Technology Division	1	- 4-year bachelor's degree in information technology from a recognized university → <b>Dy. Manager (Grade 07)</b>  - 3-year bachelor's degree in information technology from a recognized university → <b>Assistant Manager (Grade 08)</b>	07 / 08	Not Required	HO, Thimphu

Allowances:

- a) 20% House Rent Allowance.
- b) 40% Pension and Provident Fund Management Allowance.
- c) Monthly Lumpsum increment Nu. 12,225/- (G-08), Nu.12,300/- (G-07)
- d) Maximum two months basic salary as ex-gratia based on organizational performance.
- e) Maximum 25% of total basic pay per annum as Performance Based Variable Incentive based on individual performance.
- f) Staff incentive housing loan, vehicle loan, and education loan at 5% interest rate.
- g) Other working allowances as per the NPPF SRR.

<b>Employment:</b>	Regular
<b>Reporting Authority:</b>	Head, MIS Unit, ICT Division.
<b>Reviewing Authority:</b>	Chief, ICT Division.
<b>Division:</b>	ICT Division
<b>Department:</b>	Operations Department
<b>Posting Location:</b>	Head Office, Thimphu
<b>Specific Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Business intelligence solution to analyze and view data from unified data sources wherein data can be easily accessible which can be retrieved efficiently for reporting and business centric dashboard by building effective data warehouse.</li> <li>2. To provide easy and accurate information to assist managers to make informed decisions.</li> </ol>



	<ol style="list-style-type: none"><li>3. To coordinate MIS project in case the proposed project is approved.</li><li>4. To liaise with stakeholders to collect requirements and incorporate in the system.</li><li>5. Conduct data reconciliation monthly.</li><li>6. Adherence to policies, procedures and end-user acceptable use of policy as per ISO/ IEC 27001 and ISO/ IEC 27701.</li><li>7. Any other tasks assigned by the supervisor.</li></ol>
<b>General Responsibilities</b>	<ol style="list-style-type: none"><li>1. Know and be updated with the rules and regulations of the NPPF and other relevant external regulations.</li><li>2. Manage self and subordinates in line with relevant rules and regulations for effectiveness and efficiency.</li><li>3. Extend necessary cooperation and support to others and promote team spirit at all times</li><li>4. Execute individual work compacts with reporting authority and reviewing authority; and execute work compacts of subordinates.</li><li>5. Submit self-evaluations on time on the annual work compacts to reporting authority and reviewing authority.</li><li>6. Submit completed evaluations of the annual work compacts of subordinates on time.</li><li>7. Seek necessary guidance, mentorship and knowledge transfer as and when necessary, from reporting authority or others.</li><li>8. Provide necessary guidance, mentorship and knowledge transfer as and when necessary to subordinates or others.</li><li>9. Report to authorities concerned with regard to any concerns impacting work or irregularities.</li></ol>



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	<p>10. Adherence to policies, procedures and end-user acceptable use of policy as per ISO/ IEC 27001 and ISO/ IEC 27701.</p> <p>11. Any other responsibility to be carried out in the interest of NPPF or assigned by supervisor or management or board.</p>
<b>Core Competencies</b>	<ol style="list-style-type: none"><li>1. Functional/Domain Expertise (System Analysis, Software development skills, Network Analysis, Database Management, ICT policies, standards and regulation.</li><li>2. Creativity and Innovation.</li><li>3. Analytical and Critical Thinking.</li><li>4. Logical Reasoning.</li><li>5. Legal advocacy.</li><li>6. Technological Affinity</li></ol>