

### Terms of Reference

<b>Job Title</b>	Technical Officer
<b>No. of Slots</b>	one
<b>Section/Division</b>	Mobile Access Unit, Western Region

### Accountabilities/Responsibilities

- ✓ Carry out daily operations and maintenance of network system
- ✓ Carry out Preventive maintenance of the system
- ✓ Monitor the network system alarms, traffics regularly and carry out corrective maintenance or rectification
- ✓ Carry out installation and commissioning of network expansions
- ✓ Provide support and consultancy services to internal and external customers
- ✓ Carry out local network expansion as per specified quality and standard to meet customer demand within the network Infrastructure.
- ✓ Provide support and consultancy services to internal and external customers
- ✓ Exercise control on all expenses that is likely to incur for smooth functioning of exchanges
- ✓ Proper planning of network optimization and maximization of resources to improve the operating efficiency
- ✓ Equipment room, compound and cabling to be maintained at all times.
- ✓ Proper log books to be maintained.
- ✓ Proper inventory to be managed and maintained.
- ✓ Carryout any activity recommended by RF engineer.
- ✓ Collect revenue in the form of cash/cheque/demand draft.
- ✓ Match the revenue collected with that of bill claim.
- ✓ Update the subscriber ledger.
- ✓ Issue signed money receipt to the customer.
- ✓ Timely closing of daily transactions
- ✓ Any other job assigned by the immediate supervisor in the interest of the Corporation.

### Qualification, Knowledge, Skills and Experience

- Diploma in Electronics and Communication Engineering
- Minimum 60% in Class- X, XII and Diploma

### Remuneration:



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**Bhutan Telecom Ltd.**

	<ul style="list-style-type: none"><li>• Grade/ Cadre: B1</li><li>• Pay Scale: 23695-590-35495</li><li>• Corporate Allowance: 20%, Fixed Allowance: 60%</li></ul>
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