

Terms of Reference

Job Title	Technician
No. of Slots	(One)
Section/Division	Customer Assess Network, Western Region, Thimphu

Accountabilities/Responsibilities	
<ul style="list-style-type: none"> • Carry out daily operations and maintenance of network system. • Carry out Preventive maintenance of the system. • Administration and security of the Network Infrastructure. • Installation, configurations, testing and commissioning in close cooperation with the concerned Division. • & M of all backbone and last mile equipment, power subsystems and environmental conditioning. • Operations and maintenance of Telecom WAN connectivity and associated application running on the system • Provision of links and access equipment as per the requirement raised by the customers and ensuring that such services are operated and maintained properly • Maintenance of accurate and up to date documentation of network, equipment and accessories used including those provided to the customers under managed services. • Maintaining inventory register of all equipment and information about its location. • Ensuring that the services the section provides are billed correctly and as per the schedule by providing necessary information to the customer care section • Planning of the equipment, racks, power and other systems layout and drawing up guidelines to ensure proper installation of equipment • Submission of monthly report (preventive maintenance report-both online and hard copy) • Submission of network faults reports and its analysis. • Ensure optimization of Mobile networks based on regular drive test. • Submission of monthly KPI report on OSP/Broadband. • Monthly bill delivery and follow up on pending dues. • Ensuring the safety of the office compound and properties. • Any other job assigned by his/her immediate supervisor in the interest of company. 	

Education:	<ul style="list-style-type: none"> • VTI/TTI Graduate (National Certificate in Electrical/ Electronics/IT/Computer Hardware and Networking) • Minimum 55% in Class-X & XII
Remuneration:	<ul style="list-style-type: none"> • Grade/ Cadre: C1 • Pay Scale: 19585-490-29385 • Corporate Allowance: 20%, Fixed Allowance: 60%