



Terms of Reference

Job Title	Technical Officer
No. of Slots	6
Section/Division	Tingtibi/Trongsa/Wangdue/Sarpang/Thimphu

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
- Provide support to other profit and cost centers
- Carry out installation and commissioning of network expansions
- Assist the Manager in preparation of the network expansions and upgrades
- Maintain inventory register of network spares and stocks
- Maintain asset register of network system
- 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.
- 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
- Submit the network fault reports with analysis daily
- Close SAP PM work order
- Prepare and submit the budget proposal of next fiscal year
- Assist in providing technical network support and attend to operating system problems particular to LL, BB.
- Repair and maintain network and operating systems for uninterrupted services.
- Perform routine inspections to identify malfunctions, defects and replacements.
- Perform regular back-up and archiving processes to ensure data recoverability.
- Configure computer and set-up workstation for employees.
- Acting as the Level-2 support assisting the Technicians
- Any other job assigned by the immediate supervisor in the interest of the company.

Education:	<ul style="list-style-type: none">• Diploma in Electronics and Communication Engineering• Minimum 60% in Class- X, XII and Diploma
Remuneration:	<ul style="list-style-type: none">• Grade/ Cadre: B1• Pay Scale: 23695-590-35495• Corporate Allowance: 20%, Fixed Allowance: 60%