

## Information Technology Officer

Post:	IT Officer
Grade:	F/8
Job Responsibilities:	To manage all Project computers, laptops, printers, other ICT hardware and software intranet, LAN at office and in the township connecting multiple locations. To ensure smooth functioning of SAP through service providers, enter into service level agreement for IT and manage contracts for the same. Purchase of IT hardware and software. Any other work assigned by PHPA-I.
Nature of Post:	On Contract, initially for one year to be extended based on performance and requirement as per the Service Rules of PHPA-I.
Basic Pay:	Nu. 27,300-685-41,000 (Other Allowance will be admissible as per PHPA-I Service Rule) [Indicative Gross Pay is Nu. 68,270.00]
Qualification:	Minimum Bachelors of Engineering or Technology in Computer Science/ICT/IT or Master in Computer Applications from the recognized Universities, with minimum of 60% aggregate marks/Equivalent Grades in degree/Master.
Experience:	Minimum of 3 years continuous service in IT activities after the essential qualification.
Desirable Qualification:	Networking-CCNA or CCNP certified.
Desirable Experience:	Experience in ERP: SAP 7.4.0 and above as basis (System Admin) Content Management system-Web Admin, Well versed in hardware Networking, Operation & maintenance of server, Concept/Idea in graphic design and basic media functions, etc.
Preference:	Candidate with experience in ERP/SAP 7.4.0 and above shall be preferred.
Place of Posting:	PHPA-I, Bjimthangkha, WangduePhodrang but requires travel to field/transit offices.

The required documents for submission along with applications are as under:

1. Curriculum Vitae.
2. Copies of Academic transcripts: X/XII/Degree/Masters (Mark sheet & Certificates)
3. Professional Testimonials from two referees with contact details but not from the relatives.
4. Copy of Citizenship Identity Card.
5. Valid Security Clearance Certificate.
6. Valid Audit Clearance Certificate.
7. Experience Certificates.
8. Medical Fitness Certificate (Valid for 6 months).
9. No Objection Certificate from the parent organization, if employed.
10. The candidates are required to produce the **original documents** at the time of selection interview.

Chief (P&A)