

## **Terms of Reference (Software Developer)**

**Position:** Software Developer

**Report to:** Manager, Application Development Section

**No. of position:** 3

**Place of posting:** Application Development Section, Thimphu

**Major Job Responsibilities:**

- ✓ Researching, designing, implementing and managing software programs for various platforms.
- ✓ Writing and implementing efficient code and hands on with standard development tasks.
- ✓ Strong knowledge in trending technology to be implemented in software development.
- ✓ Lead and manage the Software Development and IT teams to deliver software, infrastructure and architecture that meets the needs of users.
- ✓ Ensure the consistent delivery with Agile processes across the team.
- ✓ Work effectively with Product Managers to ensure delivery against agreed priorities.
- ✓ Implement mechanisms to monitor, manage and provide progress on all software development activities.
- ✓ Accountable for the on-time and quality delivery of software development projects.
- ✓ Responsible for the maintenance and development of internal and external IT support systems.
- ✓ Create, implement and maintain a continuous improvement plan for software development and IT infrastructure.
- ✓ Develop Hybrid and Native Mobile Applications for Phones and Tablets (Android & IOS) based on the specification.
- ✓ Work with Communication's Web Development and UI Development team to build mobile applications interactions dynamically with various Web Applications.
- ✓ Gather requirements, specifications and analyze, and produce prototypes.
- ✓ Working closely with the Product Managers with the aim of meeting current and future user needs.
- ✓ Research the external environment, and where appropriate identify and recommend external partners for the delivery of best in class technologies suitable.
- ✓ Reviewing and applying said best practices to establish architecture and frameworks consistent with and supportive of the Product Strategy.
- ✓ Collaborating with the appropriate functions and users to evaluate and identify technology platforms for delivering the company's products and internal services.
- ✓ Understanding the use cases (and/or user stories) in order to oversee the design of the architecture for the products to be built.
- ✓ Ensuring that technology standards and best practices are maintained across the organization.
- ✓ To drive consistent standards and approaches throughout the development teams.
- ✓ Responsible for his/her own work planning against objectives set in agreement with the supervisor.

### **Qualification & Experience**

- ✓ Minimum of Bachelor's Degree in IT (BCA, B.Sc IT/B.Tech/BE)
- ✓ For the shortlisting purpose, minimum of 60% in Class X, XII & Degree and 2 or more years of experience in software projects, methodology and development will be considered.
- ✓ Be proficient in major programming languages and platforms and should be capable of developing software applications or mobile app as a team.
- ✓ Demonstrated knowledge in widely used programming languages like Java, Python, PHP, etc.
- ✓ Strong understanding of agile software development cycle.
- ✓ Strong understanding of the design principles of micro services architecture.
- ✓ Ability to lead a team for the IT related projects.
- ✓ Ability to work independently and multi-task effectively
- ✓ Flexible and willing to accept change in priorities as necessary
- ✓ Strong attention to detail
- ✓ Any Projects to showcase would be a plus.

### **Remuneration:**

<b>Grade/Cadre</b>	<b>Pay Scale</b>	<b>Allowance</b>	<b>Remarks</b>
A1	27,300-685-41,000	Corporate Allowance 20% PBVA= 15%	BCA & B.Sc IT
A2	30,985-775-46,485	Corporate Allowance 20% PBVA= 15%	B.Tech/BE

### **Terms of Reference (Associate Revenue Officer)**

**Position:** Associate Revenue Officer

**Report to:** Regional Director, Western Region

**No. of position:** 1

#### **Major Job Responsibilities:**

- ✓ Overall technical monitoring of the revenue collections of the PCs.
- ✓ Verification of trading goods between physical and SAP of the PCs.
- ✓ Verification and reconciliation of monthly revenue report prepared by the SRs of PCs.
- ✓ Reconciliation of the following GLs in SAP with BSCS system and stocks issued from SAP of the PCs:
  - Sundry Debtors GL-for bill collections.
  - Cash GL-revenue collections
  - Bank GL-for bank deposit
  - TDS GL-for TDS of Distributors
- ✓ Post fund transfer in SAP as per the bank statement in SAP of all PCs.
- ✓ Prepare Revenue Bank Reconciliation Statement in SAP for all PCs under WR.

- ✓ Revenue Forecast for the WR.
- ✓ Clearing of TDS GL in SAP of the 5PCs under WR after reconciliation.
- ✓ Raising of Pole sharing invoices in SAP of all the customers under the 5PCs.
- ✓ Preparation of pole sharing revenue collections report for submission to the Regional Director.
- ✓ Verification of payment vouchers prepared by accountants and approved by the Regional Director.
- ✓ Signing of cheques for payment as per the vouchers approved by the Regional Director.
- ✓ Submission of consolidated Quarterly PID reports generated and completed by the PCs and submit to the manager, Inventory Section of Corporate Services Division.
- ✓ Preparation and submission of consolidated Distributors sales report and the overall revenue collection report to the Regional Director.
- ✓ Visit the PCs as and when required for monitoring of revenue and trading goods.
- ✓ Reversal of receipts in BCSC system and SAP system as per the e-mail from the Sales Representatives.
- ✓ Attend Audits-Royal Audit Authority and internal audit: furnishing audit replies and settlement of audit memos.
- ✓ Setting of yearly goals i.e PMS target, monitoring and evaluation.
- ✓ Maintain proper inventory with proper asset code.
- ✓ Any other job/task assigned by the supervisor in the interest of the company.

**Education:**

B.Com/BBA (Major in Accounts/Finance) with minimum of 60% in Class X & XII and 65% in Degree.

**Remuneration:**

Grade/Cadre	Pay Scale	Allowance
A1	27,300-685-41,000	Corporate Allowance 20% PBVA= 15%

**TERMS OF REFERENCE (Accountant)**

**Position:** Accountant

**Report to:** Sr. Manager, Inventory Section, CSD

**Placement:** Inventory Section, Thimphu

**No. of position:** 1

**Major Responsibilities:**

- ✓ Assist Manager in the overall function of the section.

- ✓ Receive goods as per the purchase order and ensuring proper handing taking of goods relevant project managers for goods related to project.
- ✓ Verify the bills and process the payment to both domestic and international vendors in DMS system.
- ✓ Work in close coordination with finance and procurement.
- ✓ Ensure proper distribution of goods to all the storage locations.
- ✓ Assist Manager in monitoring the stock report on monthly basis for all the storage locations.
- ✓ Assist all the relevant officials in carrying out quarterly PID in SAP system and ensure that the report is correctly done.
- ✓ Conduct Inventory Physical Verification for regions and CHQ along with other colleagues on yearly basis.
- ✓ Assist manager in Inventory Analysis and report submission to management such as stock faulty reports, write offs etc.
- ✓ Assist manager to maintain healthy and safe work place.
- ✓ Ensure proper storage of goods in the store yard.
- ✓ Any other assign works including weekends

**Education:**

- Cl-XII with minimum of 1 year training in Commercial Accounting
- Minimum of 55% in class X and XII

**Remuneration:**

Grade/Cadre	Pay Scale	Allowance
D3	15,415-385-23,115	Corporate Allowance 20% PBVA= 15%

**TERMS OF REFERENCE (Audit Assistant)**

**Position:** Audit Assistant

**Report to:** Chief Internal Auditor/Manager, Internal Audit

**No. of Position: 1**

**Place of posting:** Internal Audit Section, Thimphu

**Major Responsibilities:**

- ✓ Conduct audit as per plan and instructions of CIA/Audit Manager.
- ✓ Escalate critical observations to the attention of CIA/Audit Manager immediately.
- ✓ Prepare written audit reports and recommendations to improve the efficiency in its operation.

- ✓ Compile the working papers and document audit evidence properly to substantiate the audit reports.
- ✓ Maintain Audit Working paper files.
- ✓ Adhere to Code of Ethics prescribed in RBIAM.
- ✓ Assist in reviewing the implementation of past audit recommendations or issues by maintaining register of all issues and reporting.
- ✓ Conduct inspection and audit supplies materials in compliance with material specifications and descriptions.
- ✓ Facilitate smooth coordination of external audits and help auditees in giving responses for them.
- ✓ Issue Internal Audit Clearance Certificate.

**Education:**

- CI-XII with minimum of 1 year training in Commercial Accounting
- Minimum of 55% in class X and XII

**Remuneration:**

<b>Grade/Cadre</b>	<b>Pay Scale</b>	<b>Allowance</b>
D3	15,415-385-23,115	Corporate Allowance 20% PBVA= 15%

**Terms of Reference for (Technical Officer- Civil)**

**Position:** Technical Officer

**Report to:** Regional Director, Western Region

**No. of position:** 1

**Place of posting:** Western Region, Thimphu

**Major Job Responsibilities:**

- ✓ Prepare site plans, estimates and drawings if required for any civil work that needs to be executed in the regions.
- ✓ Proper monitoring and ensuring quality of all civil construction works.
- ✓ Propose timely maintenance of all infrastructure (buildings, walls, fencing, etc) belonging to the company.
- ✓ Proper verification of bills based on measurements for completed works and submission to HQ for processing payment.
- ✓ Process for land acquisition required by the company to develop infrastructure and follow up for necessary clearances.
- ✓ Site visits whenever required to ensure construction quality is maintained.
- ✓ Prepare the annual operational budget-OPEX and CAPEX.
- ✓ Any other job assigned by immediate travelling officer/manager/RD in the interest of the

company.

**Education:**

Diploma in Civil Engineering with 60% in Class X, XII and Diploma

**Remuneration:**

<b>Grade/Cadre</b>	<b>Pay Scale</b>	<b>Allowance</b>
B1	22,565 – 565- 33,865	Corporate Allowance 20% PBVA= 15%

**Terms of Reference (ESP)**

**Position:** ESP

**No. of position:** 3

**Place of posting:** Wangdue Exchange, JJ Peak and Surey

**Major Job Responsibilities:**

- ✓ Cleaning office and its surroundings.
- ✓ Cleaning office washrooms/restrooms.
- ✓ Cleaning office equipment.
- ✓ Grass cutting in and around office surrounding and nearby stations.
- ✓ Preparing office tea on time.
- ✓ Putting ON and OFF of office and surrounding lightings.
- ✓ Timely checking of office water taps.
- ✓ Opening and closing of office compound gate
- ✓ Carry out/assist in official purchases.
- ✓ The above mentioned task has to be carried out to both exchange and Bajo counter office.
- ✓ Delivering and collecting of official documents as and when required.
- ✓ Assisting OSP and transmission team whenever required.
- ✓ Any other jobs assigned by the immediate supervisor or other officers in the interest of company.

**Qualification:** Class-VI and above.

**Remuneration:**

<b>Grade/Cadre</b>	<b>Pay Scale</b>	<b>Allowance</b>
ESP	8,700-220-13,100	Corporate Allowance 20% PBVA= 15%

**Terms of Reference (ESP-Cleaner)****Position:** ESP (Cleaner)**Report to:** AGM, Administration Section**No. of position:** 1**Place of posting:** CHQ, Thimphu**Major Job Responsibilities:**

- ✓ Cleaning office and its surroundings.
- ✓ Cleaning office washrooms/restrooms.
- ✓ Cleaning office equipment.
- ✓ Grass cutting in and around office surrounding and nearby stations.
- ✓ Preparing office tea on time.
- ✓ Putting ON and OFF of office and surrounding lightings.
- ✓ Timely checking of office water taps.
- ✓ Carry out/assist in official purchases.
- ✓ Delivering and collecting of official documents as and when required.
- ✓ Any other jobs assigned by the immediate supervisor or other officers in the interest of company.

**Qualification and Skills:**

Not required.

**Remuneration:**

<b>Grade/Cadre</b>	<b>Pay Scale</b>	<b>Allowance</b>
ESP	8,700-220-13,100	Corporate Allowance 20% PBVA= 15%