

DE-SUUNG
Guardians of Peace



Information and Technology Officer
Terms of Reference

1. Overall JOB DESCRIPTION



Designation:	Information and Communication Technology Officer
Division:	Administration and Support
Reports to:	Director General
Duty Station:	De-suung Headquarters, Thimphu
Duration:	One year on secondment with possibility of extension
Remuneration:	From Parent Organisation

2. Qualification/Skills/Competencies



Qualification:

He/she must/should have:

- Minimum of Bachelor's Degree in Information Technology/ B. Tech Computer Science/ Bachelor of Computer Applications
- Minimum of 5 years of experience in related field
- Undergone De-suung Integrated Training

Skills & Knowledge:

- Full Stack knowledge and Experience Preferred
- Must have good knowledge of design aspects, entire web development process (design, development and deployment) and modern best practices.
- Must be good at managing visual elements with adequate knowledge and experience on UI/UX. Must be able to analyse current codes and formulate more efficient processes, solve problems, and create seamless experience for users
- He/She must be able to work in a team and share expertise with colleagues while conducting requirement analysis, process re-engineering, system analysis, system design, development, debugging, testing and performance optimization.

Competencies:

- Proficiency with fundamental front end languages such as HTML, CSS and JavaScript/ Typescript, ES2015/ES2016 and Design tools.
- Familiarity with React.js, Webpack, Docker, Native.js, Gatsby.js, Laravel framework
- Familiarity with database technology such as MariaDB, MySQL, MongoDB
- Excellent verbal communication skills.
- Good problem solving skills. Attention to detail.

3. JOB RESPONSIBILITY



- Facilitate the development of policies in the area of ICT and Translation of these policies where appropriate into projects and work plans
- Apply fundamental concepts, practices, procedures and existing policies and guidelines in specialized areas of ICT Technology
- Implement activities related to development of infrastructure and facilities for ICT based networking and system administration.
- Participate in negotiations for software/hardware purchases with vendors, oversees the maintenance of licenses resulting from such purchases.
- Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results.
- Lead and guide IT De-suup volunteers for all related software, hardware requirements to support teaching and learning environment.
- Carry out any other task that may be assigned from time to time