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བསམ་ཅེ་ཤེས་རིག་མཐོ་རིམ་སློབ་གྲྭ།

Royal University of Bhutan
Samtse College of Education



"You cannot give what you do not have." **DrukGyalpo**

Annexure 5A/6.1.2.1

ROYAL UNIVERSITY OF BHUTAN
SAMTSE COLLEGE OF EDUCATION

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title: ICT Technical Associate
1.2 Position Level: 10
3 Occupational Group: Administrative & Technical
1.6 College/OVC: Samtse College of Education

2. MAIN PURPOSE OF THE POSITION:

To assist the Information and Communication Technology (ICT) Officer in the functioning of day to day ICT functions and activities in the college.

3. GENERAL ROLES AND RESPONSIBILITIES: *(Use Representative Work Activities as provided in Position Directory)*

- 1.1 Maintain detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results.
1.2 Maintains a record of all hardware/software procured and security issues faced by the organization.
1.3 Assist in the development and implementation of network security architectures and technologies.
1.4 Perform installation of operating system security software and hardware



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- 1.5 Perform routine troubleshooting and maintenance of the network security and report on network traffic performance and usage.
- 1.6 Assist in collecting information to analyze and evaluate existing or proposed systems.
- 1.7 Assist in preparing specifications for the software and hardware to follow.
- 1.8 Performs other duties of a similar nature or level.

4. SPECIFIC ROLES AND RESPONSIBILITIES: *(Provide list other specific tasks that is not covered by the Representative Work Activities and list of modules to be taught in the given programme in the case of academics)*

4.1 OTHER RESPONSIBILITY

- ◆ Undertake other responsibilities as deemed appropriate by ICT Section and the College management.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS *(Use KSA and Position Profile Matrix in Position Directory as a guide):*

5.1 Education: Class XII with Diploma (2 years or equivalent (DIMS)/In-service with Diploma

5.2 Experience: The preference will be given to candidates with strong communication skills (written and spoken) and good work experience in position-related.

5.3 Knowledge Skills and Abilities *(Use KSA in Position Directory):*

1	Skilled in carrying out routine works efficiently and effectively and are able to use appropriate tools including ICT.
2	Conversant with new ICT tools and technologies
3	Knowledge of rules and regulations pertaining to the area of work.
4	Ability to organize information and maintain up-to-date information related to the area of work for administrative and management purposes.
5	Ability to courteous and able to handle matters in short notice.