

TERMS OF REFERENCE (Technician)

Position: Technician

No. of Slot: 14

Placement: Thimphu-6, Autsho-1, Nanglam-1, Phuntsholing-2, Zurla-1, Tsimasham-2, Lhamoizingkha-1

Major Responsibilities:

- Carry out daily operations and maintenance of network system.
- Carry out Preventive maintenance of the system.
- Administration and security of the Network Infrastructure.
- Installation, configurations, testing and commissioning in close cooperation with the concerned Division.
- O & M of all backbone and last mile equipment, power subsystems and environmental conditioning.
- Operations and maintenance of Telecom WAN connectivity and associated application running on the system
- Provision of links and access equipment as per the requirement raised by the customers and ensuring that such services are operated and maintained properly
- Maintenance of accurate and up to date documentation of network, equipment and accessories used including those provided to the customers under managed services.
- Maintaining inventory register of all equipment and information about its location.
- Ensuring that the services the section provides are billed correctly and as per the schedule by providing necessary information to the customer care section
- Planning of the equipment, racks, power and other systems layout and drawing up guidelines to ensure proper installation of equipment
- Submission of monthly report (preventive maintenance report-both online and hard copy)
- Submission of network faults reports and its analysis.
- Ensure optimization of Mobile networks based on regular drive test.
- Submission of monthly KPI report on OSP/Broadband.
- Monthly bill delivery and follow up on pending dues.
- Ensuring the safety of the office compound and properties.
- Any other job assigned by his/her immediate supervisor in the interest of company.

Education:

- VTI/TTI Graduate (National Certificate in Electrical/Electronics/IT)
- Minimum 55% in X & XII

Remuneration:

- Grade/Cadre: C1
- Pay Scale Allowance: 18,650 – 465 – 27,950
- Corporate Allowance 20%