

TERMS OF REFERENCE FOR FIELD ASSISTANT

Position: Field Assistant

Report to: Senior Manager, OSP Section

No. of position: 2

Placement: OSP Section, Thimphu

Major Responsibilities:

- Ensure periodic, preventive and corrective maintenance of Customer Access Network including leased lines to reduce cable faults and improve quality of service and meet the target set for OSP fault ratio specified by the management
- Prompt provisioning of new telephone connections, DSL Broadband, IPVPN, Internet Lease Lines on copper and fiber medium.
- Carry out local network expansion as per specified quality and standard to meet customer demand within the network infrastructure.
- Carry out realignment/relocation and shifting of OSP infrastructure as and when required due to development and construction activities within the Network Infrastructure.
- Carry out prompt rectification of line faults as per the Standard Operating Procedure.
- 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	Pay Scale	Allowance
C1	18,650-465-27,950	Corporate Allowance-20% PBVA-15%

TERMS OF REFERENCE FOR FIELD ASSISTANT

Position: Field Assistant

Report to: Manager, Damphu PC

No. of position: 1

Placement: Drujegang, Dagana

Major Responsibilities:

- Ensure periodic, preventive and corrective maintenance of Customer Access Network including leased lines to reduce cable faults and improve quality of service and meet the target set for OSP fault ratio specified by the management.
- Prompt provisioning of new telephone connections, DSL Broadband, IPVPN, Internet Lease Lines on copper and fiber medium.

- Carry out local network expansion as per specified quality and standard to meet customer demand within the network infrastructure.
- Carry out realignment/relocation and shifting of OSP infrastructure as and when required due to development and construction activities within the Network Infrastructure.
- Carry out prompt rectification of line faults as per the Standard Operating Procedure.
- Submission of OSP faults reports and its analysis.
- Ensure timely renewal of Bike documents
- Ensure proper mileage for POL consumption
- Maintain records in log book regularly
- Submission of monthly KPI report on OSP/Broadband.
- Monthly bill delivery and follow up on pending dues.
- Ensuring safety of 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	Pay Scale	Allowance
C1	18,650-465-27,950	Corporate Allowance-20% PBVA-15%

TERMS OF REFERENCE FOR TECHNICAL ASSISTANT

Position: Technical Assistant

Report to: Incharge, Sarpang

No. of Slot: 1

Placement: Sarpang, Gelephu

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	Pay Scale	Allowance
C1	18,650-465-27,950	Corporate Allowance-20% PBVA-15%