

TERMS OF REFERENCE

1. Position: Technical officer

2. No. of position: 7

3. Placement: Wangdue(1), Dagapela(1), Khotokha (1), Haa (1), Damji (1), S/Jongkhar (1), Lhamoizingkha (1)

4. Job Responsibilities

- Carry out daily operations and maintenance of network system
- Carry out Preventive maintenance of the system
- Monitor the network system alarms, traffics regularly and carry out corrective maintenance or rectification
- Provide support to other profit and cost centers
- Carry out installation and commissioning of network expansions
- Assist the Manager in preparation of the network expansions and upgrades
- Maintain inventory register of network spares and stocks
- Maintain asset register of network system
- Provide support and consultancy services to internal and external customers
- Carry out local network expansion as per specified quality and standard to meet customer demand within the network Infrastructure.
- Exercise control on all expenses that is likely to incur for smooth functioning of exchanges
- Proper planning of network optimization and maximization of resources to improve the operating efficiency
- Submit the network fault reports with analysis daily
- Close SAP PM work order
- Prepare and submit the budget proposal of next fiscal year
- Assist in providing technical network support and attend to operating system problems particular to LL, BB.
- Repair and maintain network and operating systems for uninterrupted services.
- Perform routine inspections to identify malfunctions, defects and replacements.
- Perform regular back-up and archiving processes to ensure data recoverability.
- Configure computer and set-up workstation for employees.
- Acting as the Level-2 support assisting the Technicians
- Any other job assigned by the IC/RM in the interest of the corporation

5. Education:

- Minimum 2 years Diploma in Electronic Communication Engineering
- Minimum of 60% in class X, XII and Diploma

6. Remuneration:

Grade/Cadre	Pay Scale	Allowance
B1	22,565-565-33,865	Corporate Allowance 20%

		PBVA-15%
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