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Green Bhutan Corporation Limited
(State Owned Enterprise)
Changzamtog, Thimphu
"Green is a way of life"



No. GBCL/AFD-01/2024/ 582.

October 3rd 2024

VACANCY ANNOUNCEMENT

The management of GBCL is pleased to announce the following vacancy:

Sl. No	Post	GBCL Grade	Experience required	Location	Slots
1	Asst. ICT Manager	7 (M5)	4 years and above	Head Office, Thimphu	1

1. **GBCL Grade:** 7

2. **Education Qualifications:** Bachelors of Science in ICT and Bachelors of IT from RUB recognized colleges.

3. **Remunerations:** Gross Pay Nu. 39,938.00

4. **Documents requirements:**

- GBCL Application form.
- Academic transcripts and Certificate (Degree).
- Security Clearance Certificate (online).
- Medical Fitness Certificate (valid).
- Citizenship Identity Card (valid).
- If employed, no objection letter from the organization.
- Working Experience in ICT (Evidence).

5. **Other Documents:** Attach any relevant certificates

6. **Service Type:** Regular

7. **Position Level:** M5

8. **Placement:** Head Office, Thimphu

9. **Terms of Reference**

- Designing and updating the Web Portal.
- Operation and maintenance of GBCL Web, Information, Social Media, Local Area Network (LAN) and Wide Area Network (WAN) systems.
- Setting up and configuring the end user requirement.
- Verifying, validating and certifying the ICT Equipment and Software updates.
- Installation and maintenance of ICT equipment for wired and wireless networks.
- Develop and maintain database.
- Monitoring and crosschecking CCTV camera footage and information.
- Report issues related to smooth operation of application software.
- Configure and maintain official E-mail user accounts.
- Act as the primary contact for all outside agents in all computer technology related matters.
- Admin for any system for the Company.

Phone No. 02-350642 (CEO), 02-350643



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Other Tasks

- Shoulder the task of Marketing and Media Officer until further notice.
- Research and development of effective IT Modules.
- Participate in Scrum Meeting.
- Designing, report documents, brochures, newsletter, etc.
- Any other task assigned by the Management.

Personal Attributes

- Self-motivation, team player, action and result oriented.
- Ability to successfully work in a tight project deadline.
- Well organized, good communication and reporting skills.
- High Integrity, Ethics and ability to meet deadline.

Interested applicant, who meets the above criteria can apply for the post. The deadline for the submission of application is **4th November 2024 before 5 pm**. Please download the job application form from GBCL Website: www.gbcl.bt

Submit your application to Email: gbcl2017@gmail.com or hardcopy to HR Section, GBCL, Changzamtog, Thimphu.

For more queries contact 02-350643 or 17807223 during office hours.

Administrative Officer:
Green Bhutan Corporation Limited

(Kinley Tshering)

Head (HR, Admin and IT Section)

