



འབྲུག་རྒྱལ་ལམ་འཛིན་ཚད།  
**Green Bhutan Corporation Limited**  
**(State Owned Enterprise)**  
**Changzamtog, Thimphu**  
*"Green is a way of life"*



No. GBCL/AFD-01/2024/ 627

November 6<sup>th</sup> 2024

**Vacancy Re-Announcement**

The Management of GBCL is pleased to Re-announce the following vacancy:

Sl. No	Post	GBCL Grade	Location	Slots
1	Asst. ICT Manager	8 (S1)	Head Office, Thimphu	1

**1. GBCL Grade: 8**

**2. Education Qualifications:** Bachelors of Science in Computer Science Program/Information Technology Program from RUB recognized colleges.

**3. Remunerations:** Gross Pay Nu. 37,751

**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.

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

**6. Service Type:** Regular

**7. Position Level:** S1

**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.



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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 **19<sup>th</sup> November 2024 before 5 pm**. Please download the job application form from GBCL Website: [www.gbcl.bt](http://www.gbcl.bt)

Submit your application to Email: [gbcl2017@gmail.com](mailto:gbcl2017@gmail.com) or hardcopy to HR Section, GBCL, Changzamtog, Thimphu.

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

(Kinley Tshering)  
**Head (HR, Admin and IT Section)**

