

འབྲུག་གི་མངོན་མཛེས་ཁྲི་འདུན་སྐ



Supreme Court of Bhutan

ཞ། དབལ་ཕྱོད་འབྲུག་པའི་ཁྲི་འདུན་སྐ།

Royal Court of Justice

1. JOB IDENTIFICATION

- 1.1 Position Title: Assistant ICT Officer
- 1.2 Position Level: P5/P4
- 1.3 Major Group: Information & Communication Technology Services group
- 1.4 Sub- Group: Information Technology
- 1.5 Job Location: Supreme Court of Bhutan
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2. PURPOSE, DUTIES AND RESPONSIBILITIES

Purpose: This role is for entry level positions applying basic skills in the areas of Applications/Programming, System Administration, Network Administration, Systems Analysis, etc.

Duties & Responsibilities	% of Time
<ul style="list-style-type: none">▪ Apply fundamental concepts, practices, procedures and existing policies and guidelines in specialized areas of information technology.▪ Facilitate, manage, maintain and administrate the Judicial Systems and software's.▪ Maintain records and documents related to the specific services provided.	

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System Developer

- Assist in designing computer application programs.
- Assist in program design, coding and program testing and managing the Judicial Systems.
- Assist in preparing test data and written instructions for computer operations and system Operations.
- Assist in integrating new technologies into the web environment.
- Train the users in utility tools.

Network Administrator

- Assist in troubleshooting network problems and correcting operational difficulties.
- Assist in capacity monitoring, tuning and administration of the network.
- Assist in the regulation of access to various files and databases extracted from the systems.
- Perform daily backups and updates of files and other utility programs.
- Troubleshoot networks to identify and correct malfunctions and other operational difficulties.
- Assist with reconfiguration, upgradation and troubleshoot computer hardware and computer network.

System Administrator

- Provide users with technical support.
- Manage user accounts (desktop, email) and project mailing lists.
- Manage software by ensuring license compliance and procuring new software.

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- Prepare users by designing and conducting training programs, providing references and support.
- Maintain system performance by troubleshooting system hardware, software, networks, and operating and system management systems.
- Assist in upgrading systems by developing, testing, evaluating, and installing enhancements and new software.
- Assist, Monitor and development of the Judicial Based Systems.

3. **KNOWLEDGE & SKILLS REQUIREMENTS**

3.1 **Education:**

Bachelor's in computer science/ Bach. in Computer Application (3 yrs course)

3.2 **Training:** trainings and workshops in a Related field. (If Available)

3.3. **Length and type of practical experience required:** New Recruit

3.4 **Knowledge of language(s) and other specialized requirements:**

- Knowledge of programming languages, different operating systems and their environments.
- Knowledge of basic software engineering techniques and relational databases.
- Knowledge of networking tools and their integration;
- Good communication skills.

4. **COMPLEXITY OF WORK**

Related steps, processes or methods with relatively obvious choices based on the information provided.

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Works on assignments that are routine in nature

5. SCOPE & EFFECT OF WORK

The Assistant ICT Officer works in accordance with his/her immediate supervisor.

Deals with a variety of conventional problems, questions or situations affecting the design or operation of systems or equipment.

7. WORK RELATIONSHIPS

Work involves interaction with the staff of organization and other organizations on a regular basis.