

**Terms of Reference for the IT Engineer, IT Services Department, Thimphu  
TechPark Ltd.**

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**1. Overview**

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Employer	:	Thimphu TechPark Ltd (TTPL)
Department	:	Information Technology Services
Location	:	Thimphu, Bhutan
Position	:	IT Engineer
No. of vacancies	:	2 ( we may recruit more in the future)
Employment type	:	Contract for three years (renewable based on performance)

**2. Introduction**

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Thimphu TechPark Pvt. Ltd (TTPL), then a joint venture company between Assetz Property Group (APG) of Singapore and DHI started operations formally from 7<sup>th</sup> May 2012. DHI held 26% of shares and rest were owned by APG. In October 2014, DHI assumed full ownership of TTPL after APG decided to exit from the partnership and transferred its shares to DHI.

TTPL is established to provide opportunities for innovation and development, and promoting the growth of IT industry in Bhutan. Currently, the Park hosts data centre, domestic companies dealing with IT and international IT/ITES companies (Scan Cafe from the USA, ZOOP from Canada, SELISE from Switzerland, MultiRational from Australia, Southtech from Bangladesh, Bid Ocean from Canada and Data Scientists from Australia etc.) employing more than 600 people. TTPL has also an incubation centre for entrepreneurs with furnished workstation. TTPL also provides with incubation facilities to foreign companies to run a pilot operation to test the opportunities offered by Bhutan.

Going forward, in line with the DHI Roadmap 2019 – 2030, the company is taking steps to evolve as an IT services provider – catering to companies within DHI Group as well as other clients. The company will focus on becoming the Centre of Excellence for IT, and will consolidate the Group’s IT services and resources (including the data centers), and replace all legacy systems and applications with up-to-date applications. It will provide IT and IT enabled services (system development) to all local agencies and then function as IT Manager to the Group, government agencies, and other independent agencies.

**3. Roles and responsibilities**

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1. General role
  - a. Develop IT policies and provide IT support to DHI Companies in fields such as ERP implementation etc.
  - b. Plan the implementation of email system for DHI and its companies in coordination with the director of IT department, TTPL
  - c. Work with the director of IT Department, TTPL, to fulfill the mandate of establishing a Centre of Excellence for IT in line with the DHI Roadmap;
  - d. To work towards consolidating of SAP ERP Team and the Open Source ERP Team of DHI Group under the IT department;

- e. To work towards building a competent Cyber Security Team to cater initially to DHI Group and later to the Government and other external agencies;
  - f. To work towards consolidating the DHI Group's IT services and resources (including the data centers), and help in replacing all legacy systems and applications with up-to-date applications.
2. Role for Cyber Security Unit
- a. As part of the Cyber Security Unit under the IT Services Department, the IT Engineer will be primarily responsible for protecting computer systems and networks for DHI and DHI portfolio companies. The Cyber Security unit will also provide Cyber Security Services to the Government agencies and other organisations requiring its services in the near future and become the Centre of Excellence for Cyber Security.
  - b. The IT Engineer will plan and carry out security measures to monitor and protect sensitive data and systems from infiltration and cyber-attacks in DHI and its companies, and any other organization to which TTPL enters into contract to give its services.
  - c. The IT Engineer will review and update Cyber Security policies and strategies DHI and its companies.
  - d. The IT Engineer will develop a set of security standards and best practices for the organization, and recommend security enhancements to management of DHI and its companies as needed.
  - e. The IT Engineer will develop strategies to respond to and recover from a security breach. I
  - f. The IT Engineer will educate the employees of DHI and its companies on information security through training and building awareness.
  - g. The IT Engineer will install and use software, such as firewalls and data encryption programs, to protect organizations' sensitive information.
  - h. The IT Engineer will assist computer users with installation or processing of new security products and procedures.
  - i. The IT Engineer will conduct periodic scans of networks to find any vulnerability.
  - j. The IT Engineer will conduct penetration testing to find any weaknesses that might be exploited by a malicious party.
  - k. The IT Engineer will constantly monitor the organization's networks and systems for security breaches or intrusions. He/she will install software that helps to notify him/her of intrusions, and watch out for irregular system behavior.
  - l. The IT Engineer will lead incident response activities to minimize the impact if a breach has occurred. He/she will lead a technical and forensic investigation into how the breach happened and the extent of the damage, and prepare reports of their findings to be reported to management.

#### **4. Employment Type and Tenure**

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The IT Engineer shall be recruited for contract term of three (3) years, which may be renewed based on performance.

#### **5. Qualification & Experience**

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- a. Minimum of Bachelor's Degree in Engineering in a relevant field such as computer science, BCA, IT etc. Preference may be given for Masters Degree holders.
- b. Two to seven years of experience in network administration, software development or Cyber Security etc.

#### **6. Salary & Others Benefits**

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Basic pay: Negotiable based on experience and expertise. Young engineers with at least 2 years of experience as well as senior IT engineers with several years of experience may apply. Salary package offered will be attractive as per candidate's experience and capabilities.

Contract Allowance: negotiable based on candidate's competence and experience.

PBVA: Maximum of 15% of the annual basic pay subject to fulfillment of annual Compact signed between DHI and TIPL.

Employer's PF Contribution: 11% of basic pay

Other benefits shall be as per the Company Service Rules and Regulations.

#### **7. Mandatory documents (required to submit along with application)**

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- a. Curriculum vitae (CV) indicating clearly the details of applicant and with names and details of two referees.
- b. Bachelor's Degree certificate and transcripts (for entire course).
- c. Master's Degree certificate and transcripts (if applicable).
- d. A valid document proof/evidence to show relevant work experience.
- e. A valid Citizenship Identity Card.
- f. A valid security clearance.

Non-submission of any of above documents or partial submission shall lead to rejection of application.

Additionally, the following documents shall be produced by the candidate selected as the Director, prior to his/her appointment:

- a. Valid medical fitness certificate.
- b. No objection certificate letter from the employer, if currently employed.