

Terms of Reference for the Cyber Security Specialist Thimphu TechPark Ltd.

1. Overview

This has reference to the announcement in Kuensel dated 6th September, 2019.

Employer	:	Thimphu TechPark Ltd (TTPL)
Location	:	Thimphu, Bhutan
Position	:	Cyber Security Specialist
No. of vacancies	:	1
Employment type	:	Contract

2. Introduction

Thimphu TechPark Pvt. Ltd (TTPL), then a joint venture company between Assetz Property Group (APG) of Singapore and DHI started operations formally from 7th 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

The Cyber Security Specialist’s roles and responsibilities will include, but not limited to, the following:

- a. Lead the formation of a cyber security team at TTPL
- b. Train all the member of cyber security team
- c. Provide Information/Cyber Security Risk Assessment service to companies and agencies within Bhutan
- d. Provide IT Systems Security Audit to companies and agencies within Bhutan
- e. Provide Penetration Testing and in-depth analysis of application level security risk assessment for companies and agencies in Bhutan

- f. Provide consultancy services to companies and Govt. agencies for putting in place proper security measures both at the network level and application level.
- g. Start managed security services as one of the services of the Cyber Security Team of TTPL.

4. Employment Type and Tenure

On contract for up to four years initially with possibility of renewal.

5. Qualification & Experience

- a. Minimum of Bachelor's Degree with a minimum of 7 years of experience in the field of Cyber Security.
- b. Be capable of providing Information/cyber Security Risk Assessment, IT Systems Security Audit, and Penetration Testing service to companies and agencies within Bhutan. There should be proofs of such work done by the applicant in the past.
- c. Should have demonstrated track record of proficiency in the field backed by proof of results/outputs from prior works in this field.
- d. Having at least one of the following certifications would be an advantage, but not compulsory:
 - Certified Ethical Hacker (CEH)
 - Certified Information System Security Professional (CISSP)
 - Certified Information Security Manager (CISM)
 - Certified Information Systems Auditor (CISA)

6. Salary & Others Benefits

Salary and benefits will be commensurate with the experience and qualification of the candidate. The proposed starting grade is E3 with basic pay of Nu. 30,990 for those meeting the minimum requirement for this position. However, it will be possible to negotiate a different pay package for highly skilled cyber security specialist from within Bhutan or outside, who want to join the company on short term contract.

In addition, there will be following additional allowances and benefits on top of the basic pay as per the service rules.

Contract allowance:	at least 60% of basic pay, but negotiable.
Communication allowance:	Nu. 2,000/- per month
PBVA:	Maximum of 20% of the annual basic pay subject to fulfillment of annual Compact signed between DHI and TTPL.
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)

1. Curriculum vitae (CV) indicating clearly the details of applicant and with names and details of two referees.
2. Bachelor's Degree certificate and transcripts (for entire course).
3. Master's Degree certificate and transcripts (if applicable).
4. A valid document proof/evidence to show relevant work experience.
5. A valid Citizenship Identity Card.
6. 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 selected candidate, prior to his/her appointment:

1. Valid medical fitness certificate.
2. No objection certificate letter from the employer, if currently employed.