

## **Terms of Reference for the Software Developers Thimphu TechPark Ltd.**

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### **1. Overview**

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This has reference to vacancy announcement published in Kuensel dated 6<sup>th</sup> September 2019.

Employer	:	Thimphu TechPark Ltd (TTPL)
Location	:	Thimphu, Bhutan
Position	:	Software Developers
No. of vacancies	:	2
Employment type	:	Regular or contract

### **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, ZOOOP 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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Thimphu TechPark Ltd. will soon embark on undertaking in-house software development projects for its own use as well as for DHI and DHI owned companies. Therefore, the person selected for the post of software developer should be able to develop software applications using the popular programming languages and state of the art platforms. The key roles and responsibilities would include but are not limited to the following:

- Write codes and be hands on with actual software development tasks

- Lead and manage the Software Development and IT teams to deliver software, infrastructure and architecture that meets the needs of users;
- Ensure delivery consistent with Agile processes across the team;
- Work effectively with Product Managers and Product Owners to ensure delivery against agreed priorities;
- Implement mechanisms to monitor, manage and provide progress on all software development activities;
- Accountable for the on-time and quality delivery of software development projects;
- Responsible for the maintenance and development of internal and external IT support systems;
- Create, implement and maintain a continuous improvement plan for software development and IT infrastructure;
- Working closely with the Product Managers with the aim of meeting current and future user needs;
- Research the external environment, and where appropriate identify and recommend external partners for the delivery of best in class technologies suitable;
- Reviewing and applying said best practices to establish architecture and frameworks consistent with and supportive of the Product Strategy;
- Identifying and implementing technology trends that will be able to support the future success of the business;
- Collaborating with the appropriate functions and users to evaluate and identify technology platforms for delivering the company's products and internal services;
- Understanding the use cases (and/or user stories) in order to oversee the design of the architecture for the products to be built;
- Ensuring that technology standards and best practices are maintained across the organization;
- To drive consistent standards and approaches throughout the development teams;
- Responsible for his/her own work planning against objectives set in agreement with the Director or your immediate supervisor.

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

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The proposed employment is regular. However, it can be on contract if the selected candidate chooses to be on contract.

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

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- Minimum of Bachelor's Degree in Computer Science, IT, BCA etc. or any other degree but with demonstrated experience in software projects, methodology and development.
  - Be proficient in major programming languages and platforms, and should be capable of developing software applications either as a team or on one's own.
  - Demonstrated knowledge in one or more of the widely used programming languages like Java, Python, etc
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- Strong understanding of the agile software development cycle.
  - Ability to lead a team for the IT related projects.
  - Ability to work independently and multi-task effectively
  - Demonstrated understanding of projects from the perspective of both client and business
  - Flexible and willing to accept change in priorities as necessary
  - Strong attention to detail
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## **6. Salary & Others Benefits**

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Salary and benefits will be commensurate with the experience and qualification of the candidate. They will be placed either in grade M3 with basic pay of Nu. 21,370 or M2 with basic pay of Nu. 23,995, or higher grade based on experience and qualification. In addition, there will be following additional allowances and benefits as per the service rules. Alternatively, it will be possible to negotiate a different pay package for highly skilled developers who want to join the company on contract.

Corporate allowance: 23% of the basic pay  
 Communication allowance: Nu. 1,500/- per month  
 PBVA: Maximum of 15% 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)**

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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.