

## Vacancy Announcement

PHPA-I is pleased to announce the vacancy for the post of 1 IT Officer for immediate recruitment. Interested individuals (Bhutanese and Indian Nationals) fulfilling the eligibility criteria may submit their applications along with the relevant documents via email to [po@phpa1.gov.bt](mailto:po@phpa1.gov.bt) on or before 14/12/2024. For details, please visit: [www.phpa1.gov.bt](http://www.phpa1.gov.bt).



Chief (P&A)

28/11/2024

## Information Technology Officer

Post:	<b>IT Officer, PHPA-I Grade F/8 (28,665-715-42,965/-)</b> with allowances as admissible as per norms of the Project.
Qualification:	Bachelor Degree in Information Technology (BIT) or equivalent or (BCA, B-Tech & BSC) degree program with experience in IT related organization.
Responsibility:	To operate & maintain IT infrastructure in the project and ensure its operational, efficacy & efficiency. Provide technical advice and support for procurement of IT related equipment, provide training support & awareness on basic IT application to the staff. Developing & designing of IT system
Nature of Post:	On Contract, initially for three years to be extended based on performance and requirement as per the Service Rules of PHPA-I.

### Core Competencies:

System Administration:	Should be proficient in development and managing websites, Servers, Operating Systems, System Applications and graphic designs.
SAP-ERP:	Preference will be given to those with experience in operation & troubleshooting maintenance of SAP-ERP modules and others.
Hardware & Networking:	Should be proficient in configuration and troubleshooting of hardware including Servers, workstations, printers, projectors, photocopiers and networking devices such as routers, switches and firewalls. One should be well versed in hardware networking technologies and be able to solve troubleshoot networking issues and must have good understanding of network protocols, routing and switching.
Certificate:	Preferred Certification in networking CISCO/Network5/Firewall/Microsoft certificate.
Attitude:	Collaborative/proactive/pleasing.

The required documents for submission along with applications are as follows:

1. Curriculum Vitae.
2. Copies of Academic transcripts: X/XII/Degree/Master (Mark sheet & Certificates).
3. Professional Testimonials from two referees with contact details but not from the relatives.
4. Copy of Citizenship Identity Card.
5. Valid Security Clearance Certificate.
6. Valid Audit Clearance Certificate.
7. Experience Certificates.
8. Medical Fitness Certificate (Valid for 6 months).
9. No Objection Certificate from the parent organization, if employed.
10. The candidates are required to produce the **original documents** at the time of selection interview.

  
Chief (P&A)