



TERMS OF REFERENCE FOR IT OFFICER

Background

Menjong Sorig Pharmaceuticals Corporation Limited (MSPCL) is newly established, fully government owned corporation under the Ministry of Finance and Health. It is incorporated under the Companies Act of Kingdom of Bhutan in October 2017. Its primary mandate is to manufacture essential traditional medicines required for the effective delivery of traditional medicine services under the Ministry of Health and research and develop other health promoting natural products. MSPCL's corporate head office is at Kawangjangsa, Thimphu.

Overall Job Description

The IT Officer is responsible for overseeing ICT work, software /system management and maintenance. He or she will be responsible for designing & maintenance of website, designing of packaging for commercial products, designing of brochures or catalogues, designing of products labels, etc. Additionally, he/she provides coordination and quality monitoring on web-related issues. Further, he/she is also responsible for overseeing other relevant IT related works when necessary. He or she will be placed under HRA Division and reports to Head, HRA.

Specific roles and responsibilities (but not limited to following) are:

- Design and maintain a strong data base of all works/reports of the company,
- Advise other departments/divisions of the company in matters relating to ICT, and in how to optimize and integrate use of IT to improve greater business efficiency
- Deal with the ICT trouble shooting and system problems management,
- Supervise the installation of new ICT system/ equipment's/instruments,
- Be responsible for set up, development, maintenance and update of the website,
- Take security procedure for the system's files,
- Troubleshooting systems and networks,
- Diagnosing and solving hardware/software failures,
- Solving problems regarding operating systems,
- Replacing computer hardware as required,
- Providing supportive documentation; including procedural documentation,
- Referring to diagrams and written instructions to repair a fault or set up a system,
- Running network applications to support the system and users,
- Supporting new applications,
- Setting up new users,
- Testing/evaluating new technology,
- Conducting electrical safety checks on computer equipment,
- Develop necessary apps.

Graphic Design



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MENJONG SORIG

PHARMACEUTICALS CORPORATION LIMITED

(A Royal Government of Bhutan Undertaking)



- Designing packaging materials such as labels, brochures, advertisements, annual reports, artwork, books and their covers, brochures, logos, magazine covers, signs, stickers, T-shirts, web pages, user interfaces, and other branding and communication materials,
- Creating designs using adobe software. (Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Premiere Pro, Adobe After Effect,
- Learning how to use new graphic design software or program,
- Excellent graphic design and creative skills,
- Proficiency in design software,
- Be creative and proactive, etc.

Qualifications & experience

- Bachelor's Degree in ICT/Computer Science,
- Strong interpersonal and networking skills and a proven track record of high creativity in ICT field,
- Strong analytical skills, a commercial approach, and good attitude to learning and working challenging environment,
- Should be able to work independently,
- 10 marks of weightage will be assigned to 3 and more years of experience and prorate for less than 3 years' experience.

Salary / Grade & other benefits

- Pay Scale:– Nu. 20,230 – 505 – Nu. 30,330/-
- House rent allowance: 20% of basic pay,
- Corporate Grade: 8
- Other benefits as per the Company's Service Rules and Regulations

Employment type

- Regular however selected candidate will be under probation for 6 months within which he or she must satisfy the management for regularization as per the Company's assessment criteria.