

IT Technician

Job Title: IT Technician
Reports to: Chief Financial Officer, Dorjilung Hydro-electric Power Project(DHPP)
Function: Overall planning and implementation of all IT related works
Location: Dorjilung Hydro-electric Power Project(DHPP), Mongar

Responsibilities and Accountabilities:

The IT Technician will be responsible for implementation of all IT related works of DHPP including the following but not limited to the following:

1. Oversee network security system, and manage the network infrastructure, servers and work stations.
2. Provide installation and trouble-shooting of computer operating systems, network and applications software and computer hardware for DHPP whenever required.
3. Responsible for the technical design, development, and support of web-related projects in DHPP.
4. Develops, implement and monitor the DHPP practices for data protection, Internet use, e-mail, security and ICT resource management.
5. Ensures that the network is operational during access hours and appropriate back-up protocols are implemented.
6. Responsible for regular maintenance program and resolving failures in hardware and software and ensuring appropriate “housekeeping” tasks are implemented.
7. Ensure preparation and maintenance of IT documentation and manuals.
8. Comply with policies and procedures relating to safety, security, confidentiality and data protection and report to the appropriate authority.
9. Initiate and develop constructive relations with other agencies.
10. Undertake any other similar ICT duties as required by DHPP and the Management.

Education Qualification

A minimum of Diploma in IT, VTI/TTI certificate or equivalent

Experience

Minimum 3 to 5 years' of work experience in the IT related Works.

Knowledge, Skills and Abilities

- 1 Software and hardware skills pertaining to web services application are required.
- 2 Knowledge of hardware, knowledge of GIS software, Web Server Administration
- 3 Knowledge in network security system, network infrastructure, servers and work stations.