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Food Corporation of Bhutan Limited
"Ensuring Food Security for the Nation at all times"
CORPORATE HEADQUARTERS



Terms of Reference (ToR)

Position Title	ICT Technician
Location	FCBL Corporate Headquarters, Phuentsholing
Grade	S1
Pay & Allowance	1. Basic Pay: Nu. 18955 (Pay Scale: 18,955 - 475 - 28,455) 2. House Rent Allowance (HRA): 20% of Basic Pay 3. Fixed Allowance: Nu.11,400/Month 4. LTC: Nu. 1250/month 5. Other benefits: PBVA & other entitlement as per FCBL Service Rules.
Type of Employment	Regular
Education & Experience Criteria	The candidate should have a Class XII + 2 Years Diploma in Computer Systems and Networking with minimum of three (3) years of relevant work experience as of 1st September 2025.
Background	The ICT Technician is responsible for delivering technical support and ensuring the effective operation of ICT systems across all FCBL locations. The role involves the administration of networks, maintenance of hardware and software, ICT security, and documentation to support seamless business operations and service continuity.
Duties, Responsibilities & Accountabilities	1. Maintain Local Area Network (LAN) and Wide Area Network (WAN) infrastructure to support organizational connectivity needs. 2. Troubleshoot network issues and ensure reliable and secure connectivity. 3. Conduct routine diagnostics and performance checks to prevent outages and optimize network performance. 4. Install, configure, update, and maintain operating systems, antivirus software, and essential drivers across devices.



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	5. Diagnose and resolve hardware and software issues on end-user devices such as desktops, laptops, printers, scanners, and related peripherals. 6. Coordinate with external vendors for hardware servicing, repairs, and replacements as necessary, ensuring minimal disruption to operational activities. 7. Monitor network performance including traffic, bandwidth, and capacity, ensuring secure and efficient data transmission. 8. Install and manage CCTV surveillance systems at various sites to enhance physical and information security. 9. Set up, configure, and maintain video conferencing systems to support remote meetings and collaboration. 10. Maintain records of ICT operations including network diagrams, configuration details, troubleshooting logs, and hardware/software inventories. 11. Ensure all ICT documentation is kept up to date and readily available for management reviews, planning purposes or audit reviews. 12. Prepare reports on system health, maintenance activities, and support issues as required. 13. Perform any additional ICT-related duties or assignments as directed by the supervisor or management.
Reporting	General Manager, ICT and Research Division (ICTRD)
Documents required for the application	The application must be submitted to the HRAD via the link provided in the announced notification. 1. Job application form (download from FCBL website) 2. Curriculum Vitae/Resume. 3. Copies of Academic certificates and transcripts. 4. Copy of valid CID card. 5. Copy of Valid Security Clearance. 6. Copy of Audit clearance certificate. 7. Copy of Work experience certificates. 8. No Objection Certification, if employed.



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	9. Contact Details of referees (if any) 10. Original medical fitness certificate.
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Note: The closing date for applications is 5.00 PM, **15th September 2025.**