



*Building for the Future*

**Terms of Reference for Programmer/Software Developer**

Job Title	Programmer/Software Developer
Qualification	BCS/BCA/Bachelors in IT/Bachelors in Computer Engineering
Age	Above 18 and below 40 years
Grade and Remunerations	<ul style="list-style-type: none"><li>● Grade VIII</li><li>● Basic Pay for Grade VIII – Nu. 19,362 per Month</li><li>● Corporate Allowance - 25% on Basic pay</li><li>● PVBA/Bonus as per PMS</li><li>● Other perks and benefits will be as per the Service Rule of the Company</li><li>● Grade shall increase based on the experience and skills in the required field.</li></ul>
Type of employment	Regular
Report to	Lead, Information and Technology Unit
Work Station	PCAL Corporate Office, Gomtu
Role and Responsibilities	<ul style="list-style-type: none"><li>● Manage ERP system, information technology, computer systems, servers and database system</li><li>● Plan, organize, control and evaluate IT and electronic data operations</li><li>● Design, develop, implement and coordinate systems policies &amp; procedures</li><li>● Ensure security of data, network access, backup systems, company email and website</li><li>● Attend user support and service in alignment with ERP system functionality.</li><li>● Identify problematic areas and implement strategic solutions in time</li><li>● Preserve assets, information security and control structures</li><li>● Handle annual budget (Capital &amp; Revenue) and ensure cost effectiveness</li><li>● Any other job assigned by the Lead/Management</li></ul>

**Chief Executive Officer**

**CORPORATE OFFICE AND BUSINESS UNITS: PHUNTSHOPELRI (GOMTU)  
DZONGKHAG: SAMTSE, BHUTAN**

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