



*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
Skills	<ul style="list-style-type: none"> <li>● Excellent Interpersonal skills</li> <li>● Strong verbal/written communication</li> <li>● Proficiency in Oracle, SQL, ERP, Web based Softwares etc.</li> <li>● Possess excellent time-management and organizational skills</li> <li>● Acceptable to work beyond working hours to meet the deadline</li> </ul>
Age	Below 40 years
Grade and Remunerations	<ul style="list-style-type: none"> <li>● Grade VIII</li> <li>● Basic Pay for Grade VIII – Nu. 27,300.00 per Month</li> <li>● Corporate Allowance - 20% on Basic Pay</li> <li>● Fixed Allowance - 30% on Minimum Basic Pay Scale</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>● Preference shall be given to those with working experience in the Programming Languages (Web based, Oracle, SQL, ERP etc) and remuneration shall be fixed accordingly.</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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