ROYAL MONETARY AUTHORITY OF BHUTAN

Position Title	**Assistant ICT Officer/ICT Officer**
Position Level	PS4/PS3
Location	RMA Main Office, Thimphu
Department/Office	Department of Technology & Innovation
Employment type	Regular

Key Roles & Responsibility

1. Monitoring IT systems for potential security incidents and support in implementing basic response measures.
2. Design, development, testing, and maintenance of software applications in line with defined standards and procedures.
3. Provide technical support to end-users, diagnosing and resolving hardware, software, and network-related issues.
4. Administration, maintenance, and monitoring of database systems, including basic data backup and recovery tasks.
5. Installation, configuration, and routine maintenance of IT infrastructure components such as switches, routers, servers, and virtualization platforms.
6. Collaborate with team members to ensure systems and services are operating efficiently, securely, and are regularly updated.
7. Maintain documentation for systems, configurations, and procedures to support operational continuity.

Qualification, experience, knowledge, Skills and Abilities	**Qualification** Bachelor's Degree in Information Technology, Computer Science, Computer Engineering, Electronic Engineering or relevant degree. **Professional Experience** A minimum of 5 years of experience in a relevant field for an ICT Officer. **Skills and Competencies** **1. Security Monitoring and Incident Response** • Basic understanding of cybersecurity principles and practices • Exposure to Security Information and Event Management (SIEM) tools is an advantage • Familiarity with common network security tools such as firewalls and intrusion detection/prevention systems

	(IDS/IPS) **2. Software Design, Development, and Maintenance** • Understanding of software development methodologies and the software development lifecycle (SDLC) • Basic experience with integrating databases and working with APIs • Familiarity with version control systems and CI/CD tools **3. Network and Infrastructure Support** • Working knowledge of major operating systems • Basic understanding of networking concepts such as TCP/IP, DNS, DHCP, routing, switching, and ACLs • Introductory knowledge of virtualization platforms