

Terms of Reference and Contract Terms for the Project Administrative Assistant, Chiphen Rigphel Project, Royal Government of Bhutan

1. Introduction

1.1 The Royal Government of Bhutan (RGoB) has received a grant from the Government of India (GoI) and intends to apply a portion of the proceeds of this grant for providing services in managing the Chiphen Rigphel Project, to be implemented jointly by the National Institute of Information Technology (NIIT) and Department of Information Technology & Telecom (DITT), Ministry of Information and Communications (MoIC). As to assist in over all management of the project, DITT/MoIC intends to hire a Bhutanese national as Administrative Assistant to perform services mentioned in the detailed Terms of Reference (TOR) in this document.

2. The Project

2.1 Having recognized the need for urgent intervention in the ICT sector, the Government of India has generously granted financial assistance to the RGoB to implement an ambitious ICT project in Bhutan, called the ***Chiphen Rigphel Project***. The project is being implemented over a period of five years under the overall coordination of DITT, Ministry of Information & Communications and National Institute of Information Technology (NIIT), India. The CRP broadly comprises the following five components:

- a) Enabling e-Governance
- b) Raising Morale and Motivating Teachers
- c) Education for Employability in a knowledge Based Society
- d) Taking ICT to Schools
- e) Reaching the Unreached

3. Terms of Reference (TOR)

3.1 The **Administrative Assistant** will work under the guidance of the Project Director, Department of IT & Telecom.

3.2 As an assistant to Project Director, Chephen Rigphel Project, he/she will shoulder the responsibilities of the Admn. Asst. and shall include the following:

- a) Should have sound knowledge on administration, ICT and must process basic of Management skills. The applicants should have proven track record of working experience in the above field.
- b) The employee shall be responsible to shoulder multi-tasking work such as the work of personal assistant, office assistant and administration assistant.

4. Qualifications/Experience

4.1 **Academic Qualification:** Minimum class XII/

4.2 **Work experience:**

- a) At least 5 years of hands-on experience working in Administration & office management;

5. Terms and conditions of employment

5.1 Contract duration

- a) The candidate selected for the assignment is expected to commence work not later than 1st August 2010.
- b) The assignment will initially be for two years, and is renewable as deemed appropriate, based on performance and at the discretion of DITT/MoIC.

10 Remuneration and allowances

- a) The Employer shall pay the Administrative Assistant a consolidated remuneration of Nu. *Nu. 15,000/-* in respect of the services performed during the term of contract, at the end of every calendar month.
- b) In addition to monthly remuneration specified above, the Employer shall pay the Employee, the following allowances, costs and expenses:
 - (i) Per diem @ Nu. 300 every day involving overnight halt and while being away from the duty station. In such a case, he/she shall be entitled to claim per diem for day of departure from the duty station but not for the day of return.
 - (ii) T/A as per the rule forced by RSTA will be paid as and when the employee is on tour.
 - (iii) External travel allowance equivalent to S1 to S5 level official as per government rule in force.
 - (iv) Gratuity, LTC and leave encashment shall not be eligible.

11. Other conditions of contract

- a) The Employee shall be responsible for arranging his own residential accommodation, medical expenses and insurance.
- b) The employee shall be entitled to leave as follows with prior approval of the Employer:
 - (i) Sick leave based on medical certificate and evidence;
 - (ii) Casual leave for a maximum of 10 days for every calendar year. Anything beyond 10 days shall only be permitted without payment, to be proportionately adjusted from the monthly salary.
- c) The employee shall be liable for taxes as per the Taxation ACT of the Kingdom of Bhutan, 2001.
- d) Movement out of duty station shall be performed only with prior approval of DITT/MoIC.
- e) All reports, notes, drawings, specifications, statistics, plans and other documents and data compiled or made by the employee while performing the Services shall be the property of the employer and upon termination of the engagement shall be disposed of as the Employer directs.
- f) Except with the written consent of the Employer, the Employee shall not divulge to any person nor use for own purposes, any information relating to the Services, the Project or the employer, including information in respect of rates of remuneration and conditions of employment.

12. Logistic Support

- a) An appropriate arrangement for office space shall be organized by the Employer.
- b) Office facilities such as computer, fax, telephone, furniture etc and associated expenses shall be organized through the project.

13. Application requirement

Interested Bhutanese nationals up to 18-40 years applying for the post shall provide the following:

- a) An application indicating clearly the post applied for;
- b) Copies of the followings:
 - i) Academic transcripts
 - ii) Reference of work experience
 - iii) Security clearance certificate
 - iv) Medical certificate
 - v) Citizenship Identity card

Selection Criteria:-

- a) Applicants not producing any of the documents specified in clause 13 d. will not be eligible for interview. They should bring original documents at the time of interview.
- b) Shortlisting will be decided by Ministerial HR Committee based on academic merit ranking. No of candidates to be shortlisted will also be decided by Ministry HR Committee.
- c) Similarity, 50% of the weightage will be given for oral assignment and
- d) The remaining 50% will be assessed based on the academic performance. The candidate will be finally selected based on the above weightage on merit. The candidate upon selection will undertake legal agreement.

14. Application submission deadline

Interested applicant shall submit application along with all above mentioned documents to the Office of the Human Resource Management section, MoIC within **July 26, 2010 before 1700H.**

15. Selection interview

The selection interview will be conducted on **July 31, 2010** and the result declared on 1st August 2010.