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# Tashi InfoComm Private Limited

Ref. No.: TIPL/HRAD/12/2025/

Date: February 15, 2025

## TERMS OF REFERENCE

### ABOUT TASHI INFOCOMM PRIVATE LIMITED

Tashi InfoComm Private Limited is the second cellular company in Bhutan, a separate entity under Tashi Group of Companies. The company was incorporated on January 23, 2007, under the Companies Act of Bhutan 2016, after it won an international bid to operate as the second cellular operator in Bhutan. Pursuant to the grant of Certificate of Re-Registration by the Office of the Registrar of Companies, Ministry of Industry, Commerce and Employment on 27<sup>th</sup> of November 2023, Tashi InfoComm Limited was re-registered as Tashi InfoComm Private Limited under the Companies Act of Bhutan, 2016.

The cellular license issued by Bhutan InfoComm and Media Authority (BICMA) mandates TashiCell to build mobile network to provide cellular services to the entire nation. The mobile network is based on GSM WCDMA/HSPA+ technologies. The company launched its GSM services on April 6, 2008, under the brand name "TashiCell", with its registered office located at Norzin Lam, Thimphu.

### ABOUT THE DEPARTMENT AND SECTION

The Strategic Planning and Projects Department (SPPD) is responsible for the management of Tashi InfoComm Private Limited's strategies and projects. The Civil section under SPPD is responsible for implementing the civil part of network expansion projects and other maintenance of the existing sites.

### ABOUT THE POSITION

We are looking for a dedicated and detail-oriented Technical Officer to join our Civil section. In this role, you will be responsible for providing technical support and expertise to ensure the successful planning, execution, and completion of civil engineering projects of the company. You will work closely with the contractors, and technicians to ensure compliance with technical standards, safety regulations, and project specifications.

### POSITION

<b>Designation</b>	Technical Officer
<b>Section</b>	Civil
<b>Department</b>	Strategic Planning and Projects Department (SPPD)



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<https://www.tashicell.com>



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## Tashi InfoComm Private Limited

<b>Reports to</b>	General Manager, SPPD
<b>Supervises</b>	Technicians
<b>Work Station</b>	Thimphu, Bhutan
<b>Nature of Employment</b>	Long-term Contract (5 years) and renewal based on performance and requirements of the company
<b>Grade</b>	Equivalent to T1 step 11 of Technical Staff Group 1
<b>Date of Appointment</b>	Will be informed via telephonic call

### PERSON SPECIFICATION

<b>Nationality</b>	Bhutanese
<b>Age</b>	Maximum 27 years of age on the date of application
<b>Essential Qualification</b>	Diploma in Civil Engineering
<b>Desired Qualification</b>	NA
<b>Essential Experience</b>	NA
<b>Desired Experience</b>	NA
<b>Essential Training</b>	NA
<b>Desired Training</b>	NA
<b>Job related skills and abilities</b>	Sufficient knowledge MS Excel, MS Words, PowerPoint, Auto CAD and Sketch up software
<b>Personal attributes</b>	<ul style="list-style-type: none"><li>• Punctual</li><li>• Initiative</li><li>• Teamwork</li><li>• Flexibility</li><li>• Hardworking</li><li>• Self-disciplined</li><li>• Honesty and Integrity</li><li>• Adaptable to different working time and conditions</li></ul>





**JOB RESPONSIBILITIES**

The Job Responsibilities shall be as mentioned but not limited to the following:

1. Site handling of the completed sites
2. Provide technical assistance to the Technical Officer (Civil), Technicians, and the Contractors on site
3. Handle works related to maintenance and other departmental civil related works
4. Complete tasks that are not specified in the goals
5. Updating progress reports

**Working Conditions:**

The employee should be contactable, available & responsive at all times on your official numbers, official email accounts and official groups.

**REMUNERATION PACKAGE (MONTHLY)**

Pay Scale	Nu. 23,695.00 – 590 – 29,595.00
Basic salary	Nu. 23,695.00
Medical Allowance	Nu.1,975.00
Provident Fund	Nu. 2,370.00
Corporate Allowance	Nu.19,430.00
Communication Allowance (Talk time & Data )	Nu. 1600.00
<b>Gross Salary</b>	<b>Nu. 49,070.00</b>
<b>Other allowances and benefits</b>	Other allowances and benefits like gratuity, leave, Leave Travel Concession, leave encashment, bonus, insurance, staff welfare and mobile data shall be applicable as per the Service Rules and Regulations of TIPL 2008

