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## Tashi InfoComm Private Limited

Ref. No.: TIPL/HRAD/12/2024/

Date: March 14, 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

Strategic Planning and Projects Department (SPPD) is responsible for the management of Tashi InfoComm Private Limited's strategies and projects. The Strategic Planning section under SPPD develops, review & communicates long term and short-term corporate business strategies. The section is also responsible for exploring and researching new business opportunities and reviewing existing business plans

#### ABOUT THE POSITION

We are looking for an Analyst who has the capacity to study the current trends in ICT industry, its adjacent industries and technologies to bring forth future prospects in our company. She/he should be able to ensure collaboration among team and other department staff for relevant project analysis. As an Analyst, she/he should possess good analytical skills, synthesis skills and writing skills. He or she should be capable of carrying out in-depth analysis and creating plans and proposals in light of that. She/he should have skills to impart the findings and information of analysis ensuring that the people involved understands the value of the project analyzed.



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<https://www.tashicell.com>



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**Tashi InfoComm Private Limited**

**POSITION**

<b>Designation</b>	Analyst
<b>Section</b>	Strategic Planning
<b>Department</b>	Strategic Planning and Projects Department (SPPD)
<b>Reports to</b>	Manager, Strategic Planning Section
<b>Supervises</b>	None
<b>Work Station</b>	Thimphu, Bhutan
<b>Nature of Employment</b>	Regular
<b>Grade</b>	P Step 11
<b>Date of Appointment</b>	Will be informed via telephonic call

**PERSON SPECIFICATION**

<b>Nationality</b>	Bhutanese
<b>Age</b>	The applicant must be at least 19 years old and no older than 30 on the date of application
<b>Essential Qualification</b>	Bachelor's degree in Engineering or Technology (4 years course) preferably with master's degree in Business Administration (or equivalent)
<b>Desired Qualification</b>	NA
<b>Essential Experience</b>	NA
<b>Desired Experience</b>	Minimum of 2 years of work experiences.
<b>Essential Training</b>	NA
<b>Desired Training</b>	NA
<b>Essential skills, competencies and personal attributes</b>	<ul style="list-style-type: none"><li>• Strong knowledge about trends in ICT industry and its adjacent industries</li><li>• Strong communication (writing, speaking &amp; listening) skills</li><li>• Passionate, take initiatives and hardworking</li><li>• Good Analytical and Synthesis skills</li><li>• Self-discipline and punctuality</li><li>• Strong interpersonal skills</li><li>• Good work ethic/integrity</li><li>• Team Player</li></ul>





### **JOB RESPONSIBILITIES**

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

1. Develop or Review & Re-establish Long-term Corporate & Business Strategies.
  - Review existing businesses (products & services) and SPS (Structure, Process, and System) and propose new action plans (continue/scale up, or exit)
  - Conduct preliminary research on current trends, industry forecasts, and consumer behaviour insights and then identify key technologies that the team will take up for in-depth analysis
  - Conduct thorough techno-commercial analysis and develop business plans to seize the business opportunities presented by the new technologies.
  - Conduct brainstorming sessions to generate ideas from staff
  - Prepare the company's 3-year rolling Strategic Plan based on aforementioned activities. The plan shall be reviewed and updated regularly and will guide company's annual goals and budget.
2. Manage Short-term (Annual) Organizational Goal settings – ensuring organizational-level Strategic Plans are translated into the annual plans and goals of various departments and sections.
3. Monitor the Implementation of Strategic Initiatives or Projects undertaken by various departments and report them to top management; and
4. Design/Redesign Organizational Structure, Processes & Systems that fit the chosen strategies
5. Liaison with government agencies and authorities
6. Monitor the Implementation of Strategic Initiatives or Projects undertaken by various departments and report them to top management; and
7. Design/Redesign Organizational Structure, Processes & Systems that fit the chosen strategies
8. Liaison with government agencies and authorities
9. Communicate strategies.
10. Collaborate with other departments to develop and implement strategies.





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**Tashi InfoComm Private Limited**

11. Manage Contracts
12. Managing enterprise business of the company
13. Support other colleagues under the section
14. Execute, implement and achieve all the goals and targets as per the Annual Performance Goals with precision and within deadlines.
15. Take up roles and responsibilities of other officials in their absence in the department
16. Perform any other tasks and duties as and when assigned by the Immediate Supervisor/ Head of Section/ Head of Department / Managing Director / Management

**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. 35,362-884-44,202
Basic Salary	Nu. 35,362.00
Medical Allowance (1/12 of Basic Salary)	Nu. 2,947.00
Provident Fund (10% of Basic Salary)	Nu. 3,536.00
Corporate Allowance (85% of Basic Salary)	Nu. 30,058.00
Communication Allowance	Nu. 750.00
<b>Gross Salary</b>	<b>Nu.72,653.00</b>
<b>Other allowances and benefits</b>	Other allowances and benefits like Annual increment, leave, Leave Travel Concession, Leave encashment, Gratuity, Mobile data, Bonus, etc. shall be applicable as per the Service Rules and Regulations of TIPL 2008

