Ref. No.: TIPL/HRAD/12/2026/   **Date:** January 22, 2026

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 27th 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 Samten Lam, Thimphu.

ABOUT THE DEPARTMENT AND SECTION

The Management Information System (MIS) Department is responsible for managing and administering the company's information systems that support business functions, activities, and transactions of various departments. The department analyzes organizational business processes to identify information requirements and ensures the availability of accurate, timely, and reliable data to support operations, reporting, and decision-making.

The Software & Application Section is responsible for the development, enhancement, and maintenance of software applications that support business operations and client services. The section comprises a team of skilled and innovative software developers, engineers, and programmers who play a critical role in translating ideas into efficient, user-friendly software solutions. In addition, the section is responsible for the operation and maintenance of SAP systems, solution implementation, customer support, and the monitoring of related equipment and systems.

POSITION

Designation	Software Developer
Section	Software & Application Section
Department	Management Information System Department
Reports to	Manager, SAS

Supervises	None
No. of Slots	01
Work Station	Thimphu, Bhutan
Nature of Employment	Regular
Grade	P Step 12/13
Date of Appointment	Will be informed via telephonic call

PERSON SPECIFICATION

Nationality	Bhutanese
Age	The applicant must be at least 19 years old and no older than 27 on the date of application.
Essential Qualification	Bachelor of Science in Computer Science/IT, Computer Application(3 or 4 Years)
Desired Qualification	None
Essential Experience	None
Desired Experience	None
Essential Training	None
Desired Training	None
Essential Skills, competencies and personal attributes	**Job related skills and abilities:** • Programming Languages: Proficiency in one or more programming languages such as Java, Python, JavaScript, Ruby, or PHP. • Development Frameworks: Knowledge of popular development frameworks like Laravel, Django, React, or Spring. • Database Management: Familiarity with database systems like MySQL, PostgreSQL, MongoDB, or Oracle. • Web Development: Expertise in web development technologies including HTML, CSS, and JavaScript libraries (e.g., React, Vue.js). • Version Control: Experience with version control systems like Git for code collaboration and management. • API Integration: Ability to integrate with third-party APIs and web

| | services.
- Backend Development: Proficiency in server-side development, including RESTful APIs and server frameworks (e.g., Node.js, Flask).
- Testing and QA: Experience with testing frameworks and practices, including unit testing and test-driven development (TDD).
- Security: Knowledge of software security principles, best practices, and vulnerabilities.

Personal attributes:

- Problem-Solving: The ability to analyze complex issues and devise effective solutions.
- Communication: Strong communication skills to collaborate with team members, stakeholders, and clients.
- Teamwork: The capacity to work well within a team, share knowledge, and support colleagues.
- Time Management: Efficiently manage time and tasks to meet project deadlines.
- Adaptability: Be open to learning new technologies and adapting to changing project requirements.
- Attention to Detail: Thoroughly review code and project requirements to ensure accuracy.
- Creativity: Apply creative thinking to find innovative solutions to challenges. |
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JOB RESPONSIBILITIES

Brief duties and responsibilities:
- Write, test, and maintain code to create software applications or components.
- Develop efficient algorithms for data processing and manipulation.
- Design the overall structure of software, including components, modules, and interfaces.
- Identify and fix software defects, errors, and issues.
- Collaborate with team members to review and improve code quality. Optimize software performance by analyzing and enhancing code efficiency. Design, create, and manage databases and database queries.
- Integrate software components and third-party services as needed.

- Develop and execute test cases, conduct unit testing, and ensure software reliability.
- Create and maintain technical documentation, including code comments and user guides.
- Use version control systems like Git to manage code changes.
- Implement security best practices to protect software against vulnerabilities and threats.
- Provide time and effort estimates for software development task. Contribute to project planning, scheduling, and resource allocation.
- Keep project managers and team members informed about progress and challenges.
- Identify potential risks and issues and propose mitigation strategies.
- Ensure adherence to coding standards and quality guidelines.
- Configure and implement SAP Business One modules (Finance, Sales, Purchasing, Inventory, Production, Banking, HR, etc.) as per business needs.
- Map business processes into SAP B1 functionalities and suggest process improvements.
- Prepare and maintain blueprint documentation, functional specifications, and process flow diagrams.
- Manage end-to-end SAP B1 implementation including installation, setup, and system configuration.
- Communicate with clients or stakeholders regarding technical aspects of the project.
- Be contactable, available and responsive at all times via your official number, official email account and official group on Telegram, and in person if and when required to attend to the needs of the company, employees, customers and external agencies.
- Execute, implement and achieve all the goals and targets as per the Annual Performance Goals with precision and within deadlines.
- Take up roles and responsibilities of other officials in their absence in the department.
- 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:

While the employee is expected to follow normal work hours, he/she is required to work overtime, late at night or on holidays if the situation demands. The employee will be provided hands on training as well as informal one on the aspects of the job. However, the employee is expected to do a lot of self-learning using the resources provided.

Tashi InfoComm Private Limited

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REMUNERATION PACKAGE (MONTHLY)

Pay Scale for P Step 12	Nu. 31,573-789-39,466
Basic Salary	Nu. 31,573.00
Medical Allowance	Nu. 2,631.00
Provident Fund	Nu. 3,157.00
Corporate Allowance	Nu. 26,837.00
Communication Allowance	Nu. 750.00
Gross Salary	**Nu. 64,948.00**
Pay Scale for P Step 13	Nu. 28,190-705-35,328
Basic Salary	Nu. 28,190.00
Medical Allowance	Nu. 2,349.00
Provident Fund	Nu. 2,819.00
Corporate Allowance	Nu. 23,962.00
Communication Allowance	Nu. 750.00
Gross Salary	**Nu. 58,070.00**
Other allowances and benefits	**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**