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Tashi InfoComm Private Limited

Ref. No.: TIPL/HRAD/12/2026/

Date: March 10, 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

SPPD is responsible for the management of TIPL's strategies and projects.

The Strategic Planning Section under SPPD develops, review and 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.

POSITION

Designation	Analyst
Section	Strategic Planning Section
Department	Strategic Planning and Projects Department
Reports to	Deputy General Manager, Strategic Planning Section, SPPD
Supervises	None
Work Station	Thimphu
Nature of Employment	Regular
Grade	P Step 12
Date of Appointment	Will be informed



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P.O Box 1502, Samten Lam, Thimphu, Bhutan



<https://www.tashicell.com>



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PERSON SPECIFICATION

Nationality	Bhutanese
Age	Minimum 18 years of age and Maximum 27 years of age on the date of application
Essential Qualification	Bachelors in IT/ Electronics and Communication/Computer Science/ Network Engineering
Desired Qualification	None
Essential Experience	None
Desired Experience	Proven experience in managing government agency tender processes
Essential Training	None
Desired Training	None
Job related skills & Personal attributes	<ul style="list-style-type: none">• Well versed with the trends in ICT Industry and its adjacent industries• Good Analytical and Synthesis Skills• Good communication (writing, speaking and listening) skills• Passionate, take initiatives and hardworking• Self-discipline and punctual and good work ethic / integrity• Strong interpersonal and communication skills• Team player

JOB RESPONSIBILITIES

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

1. Learning and Technical Mastery

- a) Continuously develop in-depth knowledge of enterprise equipment, platforms, and solutions offered by the organization.
- b) Conduct research on emerging technologies, industry trends, and vendor innovations to ensure solution relevance and competitiveness.
- c) Attend vendor training, certification programs, and technical workshops as required.
- d) Maintain an up-to-date repository of technical documentation, product specifications, and solution best practices.
- e) Work toward becoming the internal subject matter expert (SME) for complex technical products and enterprise architectures.

2. Tender Participation

- a) Lead or support the preparation of the technical components of bids, RFP/RFQ/RFI responses, and tender submissions.





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- b) Develop detailed technical proposals, solution descriptions, compliance matrices, and supporting documentation.
- c) Conduct site surveys and requirement-gathering sessions to ensure accurate solution scoping.
- d) Prepare and validate solution costing, bill of quantities (BoQ), and technical assumptions in collaboration with the commercial team.
- e) Ensure all tender submissions meet client specifications, industry standards, and compliance requirements.
- f) Provide clarifications and participate in technical evaluation sessions with tender committees when required.

3. Solution Design

- a) Translate client requirements into scalable, secure, and cost-effective technical architectures.
- b) Design end-to-end solutions (hardware, software, networking, integration, etc.) aligned with industry best practices and organizational capabilities.
- c) Produce solution blueprints, system diagrams, implementation work plans, and configuration guides.
- d) Evaluate solution feasibility, performance expectations, risks, and resource needs.
- e) Collaborate with vendors, OEMs, and internal teams to validate solution components and ensure technical accuracy.
- f) Optimize and standardize solution templates to improve efficiency and consistency across projects.

4. Client Engagement

- a) Conduct face-to-face, virtual, and on-site meetings with prospective and existing clients to identify technical needs and present tailored solutions.
- b) Deliver technical presentations, demos, proof-of-concepts (PoCs), and product walkthroughs.
- c) Act as a trusted advisor by providing strategic guidance on technology adoption and optimization.
- d) Document client requirements and expectations to ensure clear alignment throughout the solution lifecycle.
- e) Support the Business Development and Sales teams by offering pre-sales technical expertise.
- f) Maintain strong long-term relationships with key accounts through proactive engagement and solution value reinforcement.

5. Solution Implementation

- a) Lead or oversee the deployment, testing, configuration, and commissioning of enterprise solutions.
- b) Ensure implementation activities meet agreed timelines, quality standards, and contract specifications.
- c) Coordinate with project managers, vendors, subcontractors, and internal technical teams during rollout.
- d) Conduct end-user training, handover documentation, and solution acceptance processes.
- e) Troubleshoot deployment challenges and provide recommendations to optimize performance.





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- f) Provide post-implementation support, maintenance, and periodic solution reviews where required.

6. Risk Management, Compliance, and Quality Assurance

- a) Identify, assess, and document technical risks associated with proposed solutions and implementations (e.g., integration challenges, performance bottlenecks, security vulnerabilities).
- b) Develop mitigation strategies for identified risks and track their execution throughout the solution lifecycle.
- c) Ensure all solutions and related documentation comply with relevant governmental regulations, industry standards, security policies, and contractual obligations.
- d) Validate the accuracy and integrity of all solution costing (BoQ) and scope, minimizing the potential for financial or technical scope creep during project execution.
- e) Implement a rigorous quality assurance (QA) process during the design and deployment phases to guarantee the solution meets the agreed-upon performance, security, and functional requirements.

7. Strategic Planning Support

- a) Contribute technical insights to the organization's strategic planning processes, ensuring alignment between technology capabilities and long-term business objectives.
- b) Provide data, analysis, and recommendations on emerging technologies, market trends, and competitive positioning to support strategic decision-making.
- c) Participate in strategic projects, feasibility studies, and solution roadmap development.
- d) Assist in identifying new business opportunities, partnerships, and innovation areas based on evolving client needs and industry developments.
- e) Support cross-departmental initiatives that advance the organization's strategic goals.

8. Additional Responsibilities

- a) Provide pre-sales and after-sales technical support to clients and internal teams.
 - b) Collect and analyze market intelligence on competitor technologies, pricing, and trends.
 - c) Support internal capacity building by sharing knowledge with peers and participating in team training sessions.
 - d) Contribute to continuous improvement initiatives and innovation within the enterprise solutions department.
9. 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.
10. Execute, implement and achieve all the goals and targets as per the Annual Performance Goals with precision and within deadlines.
11. Take up roles and responsibilities of other officials in their absence in the department.





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12. 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: Standard working environment.

REMUNERATION PACKAGE (MONTHLY)

Pay Scale	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
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

