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## Tashi InfoComm Limited

### Job Description

<b>Job Title</b>	Analyst	<b>Report to</b>	Manager, Strategic Planning
<b>Department/ Unit</b>	Strategic Planning and Projects	<b>Supervises</b>	None
<b>Purpose of the Department/ unit:</b> SPPD is responsible for the management of TICL's strategies and projects. The Strategic Planning section under SPPD develops, review & communicates long term and short-term corporate business strategies. The sections is also responsible for exploring and researching new business opportunities and reviewing existing business plans.			
<b>Duties and responsibilities:</b> <ul style="list-style-type: none"><li>• Explore new technologies, software or hardware and support conceptualizing research and ideas.</li><li>• Conduct research methods to try to analyse business ideas</li><li>• Develop and maintain research proposals, plans and reports (documentation)</li><li>• Liaison with other staff for information gathering and create innovation expert teams for different business areas</li><li>• Develop/Review &amp; Re-establish Long-term Corporate &amp; Business Strategies</li><li>• Manager Short-term (Annual) Organizational Goal settings – ensuring organization-level strategic plans are translated into the plans of various departments and sections</li><li>• Communicate corporate strategy</li><li>• Monitor the Implementation of Strategic Initiatives or Projects undertaken by various departments and report them to top management</li><li>• Design/Redesign Organizational Structure, Processes &amp; Systems that fit the chosen strategies</li><li>• Support other colleagues under the section</li><li>• Any other responsibilities given to the section</li></ul>			
<b>Working conditions:</b> <ul style="list-style-type: none"><li>• Standard working environment</li></ul>			
<b>Essential Qualification/ Education</b> Bachelor of Engineering or Bachelor of Technology (4 years course) in <ul style="list-style-type: none"><li>• Information Technology</li><li>• Electronics and Communication</li><li>• Computer Science</li></ul>			
<b>Essential Experience</b> N/A			
<b>Essential Training</b> N/A			
<b>Job related skills and abilities:</b> <ul style="list-style-type: none"><li>• Well versed with trends in ICT industry and its adjacent industries</li><li>• Good Analytical and Syntheses skills</li><li>• Good communication (writing, speaking &amp; listening) skills</li></ul>			



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**Tashi InfoComm Limited**

**Personal attributes:**

- Passionate, take initiatives and hardworking
- Self-discipline and punctual and good work ethic/integrity
- Strong interpersonal and Communication skills.
- Team Player

**To be filled by the Human Resource and Administration Department**

<b>Job Location</b>	Thimphu	<b>Employment nature</b>	Regular
<b>Pay scale</b>	31,573 - 789 - 39,466	<b>Allowances</b>	Corporate Allowance and Medical Allowance as per Company's Service Rules and Regulations
<b>Reporting date</b>	Will be informed via call	<b>Reporting time</b>	Will be informed via call