



བགྲིས་བཅད་དོན་བརྒྱད་འབྲེལ་ཚད་འཛིན།།

Tashi InfoComm Limited

Job Description

Job Title	Project Coordinator	Report to	Head, SDU
Department/ Unit	Software Development Unit	Supervises	None
Purpose of the Department/ unit: Software Development Unit (SDU) provides end-to-end software solutions for organizations including application development & integration, system deployment, quality assurance & testing, and overall Project Management in an effort to help organizations build and implement the best solutions for their business needs.			
Brief duties and responsibilities: Under the supervision of the Head, a Project Coordinator shall carry out following duties and responsibilities: <ul style="list-style-type: none">• Demonstrate basic IT project management skills - managing tasks, resources, scope, and budget, identify and mitigate risks.• Communicate effectively both verbally and in writing at all levels of Management, Client, Team members, and external stakeholders.• Prepare reports and brief stakeholders in support of project goals.• Prepare, oversee, and maintain project schedules. Identify and manage risk proactively.• Meet with end-users and business owners to elicit, analyze, and understand current business processes; identify gaps and document requirements.• Develop weekly and monthly status reports identifying issues and risks, and document the status of each work assignment and plans for the following reporting period.• Create and maintain project artifacts including project plan, communication plan, risk management plan.• Schedule meetings with the project team, stakeholders and other participants; prepare agendas; and take meeting minutes capturing discussion points and action items• Support quality processes by reviewing team documents. Perform other duties assigned.			
Working conditions: Project Coordinator will be stationed at TICL's Software Development Unit (SDU) office located at Babesa, and will be provided with office amenities such as laptop, desk and chair, mobile data to carry out his/ her work. While SDU follows flexible working hours, the employee is expected to ensure assigned works are completed on time. In exceptional circumstances, the employee may need to work overtime, outside of normal hours, or on weekends and holidays.			
Essential Qualification/Education: Bachelors Degree - BE/BTech CS/IT, Bsc. CS/ IT/ BCA, or other closely related IT qualifications			
Essential Experience: <ul style="list-style-type: none">• No experience required. However, preference will be given to applicant with relevant experience and certifications			
Essential Training: NA			



བགྲིས་བརྒྱ་དོན་བརྒྱད་འབྲེལ་ཚད་འཛིན།།

Tashi InfoComm Limited

Job related skills and abilities:

A candidate with a portfolio of a Software Developer is expected to possess skills and knowledge as listed below.

- Excellent analytical and project management skills
- Excellent verbal and written communication abilities – Ability to speak to technical-level staff and develop written reporting and presentational content
- Independent and resourceful – able to identify unique solutions to tackle complex challenges with limited guidance.
- Skills in productivity software (Microsoft PowerPoint, Excel, Visio and other tools)
- Encourage and facilitate cooperation, results and collaboration within the team.
- Ability to work in cross-functional teams and people across multiple organizations
- Some familiarity with SDLC processes (e.g., Waterfall) and Agile (e.g., Scrum).
- Familiarity with one or more programming languages and the ability to understand and comprehend software code will be an added advantage.

Personal attributes:

- Strong strategic problem-solving and interpersonal skills
- Highly organized with excellent time management – able to multitask and balance priorities.
- High level of personal initiative and the ability to work well in a dynamic environment
- Eager to learn and adapt to new technologies.
- Good attitude, punctual, responsive and proactive

To be filled by the Human Resource and Administration Department

Job Location	Thimphu	Employment nature	Regular
Pay scale	28,190-705-35,238 (Fresh candidates) 31,008-775-38,760 (Experienced candidates)	Allowances	Corporate Allowance and Medical Allowance as per Company's Service Rules and Regulations
Reporting date	Will be informed via call	Reporting time	Will be informed via call