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Tashi InfoComm Limited



Job description

Job Title	Team Leader/Project Manager	Report to	Department Head
Department/Unit	Management Information System Department	Supervises	Software Development Team

Purpose of the Department/Unit:

MIS Department is responsible for Operations and Maintenance of various application system implemented and deployed in TICL. The Software Development Section is part of this Department and is responsible for development and maintenance of software solutions (Web based as well as mobile applications), be it for internal or external purposes.

Position summary

To lead the software development team(s) within the Company. Ensure that the software delivered to customers should be developed with the right level of quality, to schedule and in accordance to the Company standards when applicable. Also, ensure that the software delivered is fully tested and documented.

Duties and Responsibilities

Main Responsibilities

- To lead the development and lifetime maintenance of software products, as per the product line and ensure best practices. Will be responsible for managing the continuous improvement process within the software product's lifecycle.
- To liaise with different department within the parent company and also across the group companies to ensure efficient, co-ordinate development of software products.
- To maintain project plans for both software and hardware development and report back to management on the progress of projects.
- Ensure the products undergo proper validation and testing against international, national and local standards. Will also be responsible for ensuring a detailed understanding of these needs with the team and providing mechanisms to validate products against the standards.
- Research the external environment, and wherever appropriate identify and recommend external partners for the delivery of best-in-class technologies suitable.
- Ensure that software products developed are adequately documented, to a level to allow other group resources to maintain the package and that adequate backup of each version of software for all projects are maintained in an ordered and safe fashion.
- Keep abreast with the principal markets of the business and contribute to Product Market plans as required.
- May also be involved in some of the projects from initial concept, design and functional



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specification, some writing of code, writing of preliminary documentation and testing of the final product.

- Manage and mobilize the team and carry out staff appraisals, skill sets reviews and general personnel management.
- Ensure the proper running of the existing and future service products; delegating support and maintenance to others as necessary.

Secondary Responsibilities

- Provide marketing and sales support activities necessary to ensure success of the products and services offered by the software team and the company as a whole. This will include the promotion and demonstration of the Company's products and services at exhibitions or to customers where appropriate. This may also include running in-house and outside training courses.
- Represent the Company in a positive, helpful and professional way at all times.
- Undertake any other reasonable task that may be asked by your supervisor or senior management.

Working conditions

The employee will be required to carry out skill-based work involving application and mentoring of software application. 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 so demands.

To be filled by the Human Resource and Administration Department

Job Location	Thimphu	Employment nature	Regular
Pay scale	Remuneration is negotiable	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