

Terms of Reference for Assistant Manager, Finance & Adm, TTPL

0. Announcement given in Kuensel on 5th Jan. 2017

Thimphu TechPark Ltd. invites applications for the following post latest by **2 pm on 23rd January 2017**.

Post	Salary	Qualification Criteria and Documents Required
Asst. Manager, Adm. & Finance	Basic: Nu. 17,495; plus 30% contract allowance, and other benefits as per Service Rules.	BBA/B.Com/BBM with a min. of 60% (General) or 55% (Hons.) in Degree and min. of 65% aggregate in class XII and X. Please apply with a CV, Copies of Class X, XII and degree results, security clearance and medical certificate in person or by email to sonam.choden@thimphutechpark.com

1. Detailed Terms of Reference is given at <http://www.thimphutechpark.com/vacancies.html>
2. All eligible applicants should take a written exam on 24th Jan. 2017 at 11 am at Thimphu TechPark.
3. Shortlisted candidates should come for final interview at 10 am on 27th Jan. 2017.

1. Contract Term

The selected candidate will be employed as a contract employee for a period from 1 February 2017 till 30 June 2020. Contract may be renewed/extended based on performance, company's requirement and mutual agreement.

2. Roles and Responsibilities

1. Managing BITC Facility
 - 1.1 Maintain inventory of all BITC items and manually check them and ensure that they are all in the right place and are not lost
 - 1.2 Ensure that BITC space is maintained neat and clean
 - 1.3 Maintain all BITC furniture and fixture are in good condition at all times
 - 1.4 Maintain files related to Data Centre
 - 1.5 Maintain accounts of BITC income and expenses in coordination with the Finance Officer of TTPL
 - 1.6 Prepare BITC Reports on half-yearly or as and when asked by the Management or DITT, MOIC
 - 1.7 Prepare the annual report of BITC to be submitted to DITT, MoIC
2. Managing the Business Incubator
 - 2.1 Get half-yearly reports from incubatees
 - 2.2 Maintain proper files of all incubatees, including those that have graduated
 - 2.3 Scout for new incubatees
 - 2.4 Work closely with entrepreneurial promoting agencies in the country
 - 2.5 Prepare BITC annual calendar and coordinate networking events
3. Organizing/providing Trainings/Seminars/Workshops
 - 3.1 Plan new trainings
 - 3.2 Coordinate and organize trainings
 - 3.3 Act as trainer in accounting and/or entrepreneurship etc. as and when necessary
 - 3.4 Capacity development training program for incubate companies
4. Assisting the Finance Officer
 - 4.1 Assist the Finance Officer in raising monthly invoices
 - 4.2 Assist the Finance Officer in preparing out payments
 - 4.3 Assist the Finance Officer in maintaining accounts in Tally
5. Managing procurement
 - 5.1 Maintain all documents related to procurement
 - 5.2 Help prepare bidding documents
 - 5.3 Maintain minutes of the Tender Committee in proper files

- 5.4 Ensure procurement norms are followed
- 6. Assist in Managing cleanliness and security
 - 5.1 Assist the Management in maintaining cleanliness in and around the IT Park building at all times.
 - 5.2 Assist the Management in maintaining proper security at the IT Park by monitoring whether the security guards are on duty as and when necessary
- 7. Any other responsibilities that may be assigned to him by the management from time to time in the best interest of the Company.