



༄༅། ། རྒྱལ་འཛིན་རང་བཞིན་སྲུང་སྐྱོབ་ཚོགས་སྒྲིག་།

Royal Society for Protection of Nature

Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in
Conservation of the Kingdom's Environment

ICT Officer TOR

Position:	ICT Officer
Contract Terms:	5 years extendable based on performance
Reporting Line:	Chief, CED
Duty Station:	Thimphu, Bhutan

Primary Responsibility: To ensure smooth functioning of IT system of the organization, maintenance of website and adequate publicity of RSPN programs at national, regional and international level through issue of newsletter, annual report and posting of news and articles on regular basis.

IT services:

- Provide technical advice and support for procurement of IT related gadgets of the organization
- Provide support and training on basic IT application for the staff
- Maintain and provide un interrupted internet services to RSPN programs
- Update all necessary computers software as and when needed to increase efficiency in its function
- Explore and install anti-virus on all computers belonging to RSPN.
- Develop appropriate software to increase efficiency and effectiveness of program delivery and communication in consultation with PDD and other programs
- Create, update and maintain RSPN information repository.
- Support JKERC in management of RSPN online resources.

Communications and Publicity

- Assist CED Coordinator in strategic communication planning and implementation to increase RSPN's visibility.
- Assist delivery of all publication, newsletter annual report to respective recipients including donors and supporters



༄༅། ། རྒྱལ་འཛིན་རང་བཞིན་སྲུང་སྐྱོབ་ཚོགས་སྒྲིག་། Royal Society for Protection of Nature

Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in
Conservation of the Kingdom's Environment

Publications and Multimedia

- Provide input to all major organizational documents and oversee the design to ensure they are well written and clearly communicating the messages.
- Oversee the design and edit content of the website and ensure that contents are regularly updated.
- Ensure print and electronic media coverage of the events.
- Backstop RSPN programs in designing and layout of dissemination and outreach materials.
- Undertake other tasks as required and assigned by the supervisor.

Qualification

- University degree in ICT or related fields.
- Sound knowledge and experience of working with the media and web-based communication
- Excellent knowledge and experience in web designing and maintaining
- Good inter-personal skills and the ability to establish excellent working relationship with colleagues.
- Ability to plan, prioritize and organize work independently.
- Demonstrate resourcefulness, initiative, maturity, diplomacy and advocacy skills.

.....X.....X.....