



འབྲུག་རྒྱལ་ཡོངས་དངུལ་ཁང་།

Bhutan National Bank

Terms of Reference

Position Information	
Position Title	IT Officer
Reporting to	Chief IT Operations/Digital Transformation
Employment Type	Regular
Duty Station	Corporate Office
Slot	1
Key Responsibilities: <ol style="list-style-type: none">1. Monitor and support CBS related infrastructure such as application servers, profiles, storage etc.2. Monitor and support Oracle WebLogic Application (middleware), ATM & POS, Internet Banking, payment gateway etc.3. Monitor CBS data consistency and take appropriate and corrective measures4. Design and build Oracle BI Report for operation5. Design and build Ad-hoc report base on the requirement from external agencies6. Monitor EOM data consistency for financial reporting7. Assist and support execution of EOD, EOM and EOY, and provide daily support to end users8. Ensure end user CBS credentials management as per the IT Policy9. Provide end user support on different CBS modules10. Provide end user guidance/clarifications on the CBS functionality11. Supervise and support to integrated external system such as Internet Banking, Middleware, ATM, POS, mPay, Agency Banking, BIPs, BFS, SMS, Account Validation etc. with internal team and vendors12. Coordination with Oracle for bug fixing, patch deployment, changes and modification of parameters and object program modification13. Ensure data consistency check and data correction of all modules is conducted on a regular basis	



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<p>14. Perform CBS System UAT and Disaster Recovery drill/Switchover to-and-from DR-DC sites</p> <p>15. Ensure CBS Data Backup is performed as per IT Policy</p> <p>16. Act as back-up DBA to backup CBS data, restore in the different system, performance tuning of the oracle database as and when required and assigned by Chief IT Officer</p>	
Primary Eligibility Criteria	
Educational Qualification <i>*The applicants should have completed the course through regular class (distance education will not be accepted).</i> <i>*The applicants should have completed their education from a school recognized by Bhutan Accreditation Council.</i>	<ul style="list-style-type: none">• Bachelor in Computer Application (BCA)• B.E in Information Technology• B.Tech Computer Science/Engineering• B.Sc Computer Science/Information Technology• Minimum of 65% in Bachelor's Degree, 65% (English + Best four subjects) in Class XII and X• Preference shall be given to those with experience in core Banking System (CBS)
Vacancy Announcement Date	28 April 2026
Last Date for Submission of Application	5 May 2026
Shortlisting Criteria; <ul style="list-style-type: none">• 24 applicants meeting the primary eligibility criteria shall be shortlisted for the next round of selection, i.e. the aptitude and the interview)• 20% of Bachelor's Degree plus 15% of Cl-XII plus 10% of Cl X	
Selection Criteria: <ul style="list-style-type: none">• Academic Marks (Degree, Class XII & X)-45%• Aptitude Test -20%• Viva Interview -35%	



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Remuneration Package;

Nu. 32,355+ 25% HRA + Fixed Corporate Allowances of Nu. 16,769.00 and other allowances as per the HR Policy of the Bank, with 15% Provident Fund (PF) contribution by the bank.

Mandatory Documents to be Submitted:

Applicants are required to submit the following documents online via the e-recruitment portal at <https://recruitment.bnb.bt/>

- CV
- Cover Letter/Expression of Interest
- Valid copy of CID card
- Valid copy of Medical Certificate
- Valid copy of Security Clearance
- Academic certificates and transcripts (If selected, the applicant is required to submit the notarized copies of all the academic certificates and transcripts).
- Any other supporting document