

Terms of Reference

Position Information	
Position Title	IT Officer/ Project Officer (Assistant Manager)
Reporting to	Chief, IT Operations/Chief, Digital Transformation
Employment Type	Regular
Duty Station	Corporate Office
Slot	4
Key Responsibilities: 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 measures 4. Design and build Oracle BI Report for operation 5. Design and build Ad-hoc report base on the requirement from external agencies 6. Monitor EOM data consistency for financial reporting 7. Assist and support execution of EOD, EOM and EOY, and provide daily support to end users 8. Ensure end user CBS credentials management as per the IT Policy 9. Provide end user support on different CBS modules 10. Provide end user guidance/clarifications on the CBS functionality 11. 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 vendors 12. Coordination with Oracle for bug fixing, patch deployment, changes and modification of parameters and object program modification 13. Ensure data consistency check and data correction of all modules is conducted on a regular basis 14. Perform CBS System UAT and Disaster Recovery drill/Switchover to-and-from DR-DC sites 15. Ensure CBS Data Backup is performed as per IT Policy	



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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 17. Digital Banking infrastructure integration and management 18. Provide 24x7 support on Digital Banking infrastructure to achieve maximum uptime of the system 19. Engage as technical expertise in various Digital Transformation projects 20. Coordinate with internal and external stakeholder of the Digital Banking system for maintenance and transaction.	
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>	• 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 • Experience in Core Banking System (CBS) and Project Management is desirable
Vacancy Announcement Date	20 July 2026
Last Date for Submission of Application	27 July 2026
Shortlisting Criteria; • All applicants meeting the primary eligibility criteria shall be shortlisted for the next round of selection, i.e. the aptitude test and the interview in the ratio of 1:6 (for every slot, 6 candidates shall be shortlisted for the next round of selection) • 20% of Bachelor's Degree plus 15% of CI XII plus 10% of CI X	
Selection Criteria: • 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