Terms of reference

Assistant Manager, Regions

- Support Supervisor in managing Administrative and Human Resources tasks
- Regulate and monitor attendance of the staff and submit leave statement every month to AHRD without fail.
- Monitor security guard and cleaner to ensure security of the office and to maintain entire neat and clean.
- Verify the bills/cash memos at times to have proper checks and balance.
- Verify and monitor the POL memos and its recoupment.
- Monitor the Postal bikes up to date MoU and related documents available.
- Draw agreement with private transporter for conveyance of mails bags
- Discuss issue related to transportation of mails bags with proprietor and private transporters.
- Draw agreements with LUM subscribing offices if available.
- Assist Real Estate Management Associate for due rental collections and renewal of tenancy agreement in a timely manner.
- Renewal of license, Bank Guarantee, Occupancy certificate etc…
- Resolve issues and complaints of tenants for building belonging to Bhutan Post.
- Renewal of contract employees on timely manner.
- Resolve customer complaints for domestic mails, Lum services, Clearing and Forwarding agent and transport related issues.
- Attend meeting where necessary as per the instruction from Regional Manager.
- Draft the top-level correspondences with instruction from Regional Manager.
- Arrange meeting and keep minutes of the meeting whenever necessary.
- Assist Accountant and Revenue Unit on paid vouchers Monitor Post Office bill submission and monthly accounts along with learning the budgeting work
- Need to learn and support ERP System of Southern Region.
- Handle legal cases related to official matters.
- Help and assist annual fixed assets reconciliation.
- Follow up and draft Annual Compact.
- Carry out any additional task assigned by Supervisor/Management

Assistant Manager (ICT)
Programmers/developers will be responsible for developing and maintaining various software programs that already exist in the Bhutan Post or to be developed afresh. This would also include customization/reporting requirements for off-the shelf software solutions.

Key responsibilities
- Actively engage in the design and development of software to provide quality, high performance, user-centered, and data-rich applications.
- Develop enhancements to existing software as well as design and develop new software.
- Collaborate in a team environment to share best practices, implement process improvements, and ensure software quality.
- Deliver developed and tested software applications within the given deadlines.
- Develop methodology based on best practice for coding, maintenance and safe storage of software codes and tools.
- Understanding of various databases existence in the Post related to various systems.
- Design and install computer hardware configurations.
- Install software and networking systems.
- Fix hardware, software, and networking issues.
- Respond to general IT requests.
- Ability to work in teams, and individually with minimum supervision.
- Ability to manage time successfully, prioritize effectively and meet tight deadlines.
- Ability to work effectively under pressure.
- Self-starter with a positive "can do" attitude.
- Any other duties that may be assigned by the supervisor

Qualifications:
- Minimum a Bachelor of Engineering in IT / Bachelor of Computer Science / Bachelor in IT/ Bachelor in Computer Application.
- Scored on average 60% and above in class X (English and Dzongkha + best three subjects), XII (English + best three subjects) and college

Requirements:
- Extensive knowledge with back-end development framework and tools; (MVC framework – Laminas/Laravel (preferred) / Symfony / CakePHP / MS SQL Server, MySQL, PostgreSQL, etc.)
- Extensive knowledge with front-end development, especially with respect to User Interface (UI) Design and User Experience (UX) Design and development
- Familiarity with general OS systems, Enterprise, programming languages, and Office software.
- Knowledge of LAN and wireless networks.
- Good communication skills.
- Ability to troubleshoot complex software and hardware issues.
- Knowledge of database and networking security systems.

Experience :- Preference will be given to those who have experience in the field of application development or any other fields of software development like UI/UX, Frontend or Backend.

Postal Assistant, Clearing and Forwarding agent

- Collect invoices from the importers via E-Mails, WhatsApp or through phone calls.
- Prepare declaration forms.
- Collect taxes and parking development fee (DV) from the importers through MBoB,
- Follow up third country's taxes (foreign goods which comes along with the Indian products).
- Collect dues from clients at the end of the month,
- Prepare and submit of both daily and monthly accounts reports to the accounts section
- Resolve issues with the Regional Revenue and Customs Office and clients.
- Good customer handling.
- Carry out any additional task assigned by the respective Regional Heads.