

Terms of Reference (ToR) for ERP Programmer/Developer of FCBL Corporate Headquarters, Phuentsholing

Position Title	ERP Programmer/Developer
Grade	M3
Pay & Allowances	<ol style="list-style-type: none"> 1. Basic Pay: Nu.26850 + 20% House Rent Allowance (HRA) on basic pay 2. Salary is negotiable based on the experience and expertise 3. Fixed Allowance: Nu. 13600 4. LTC: Nu. 1250 5. Conveyance allowance: Nu.10000 following a performance evaluation three months after joining. 6. Other benefits: PBVA & other entitlements as per FCBL Service Rules
Type of Employment	Regular after a six-month probation period and will be positioned one grade lower than the actual grade during this period.
Qualification & Experience	<ul style="list-style-type: none"> ★ Bachelor of Computer Application/Bachelor of Science in Information Technology. ★ Minimum of 3 years of experience working in software development, specializing in PHP with Zend Framework and MySQL Database in a leading firm as an IT Programmer/Developer. ★ The candidate should possess comprehensive knowledge and experience with Linux Operating System (CentOS), Network Infrastructures, and various Telecommunications and Security Infrastructures.
Background	ERP Programmer/Developer will be responsible for developing and maintaining Enterprise Resource Planning (ERP) software programs that already exist in the FCBL or are to be developed afresh. This would also include customization/reporting requirements for off-the-shelf software solutions. S/He shall report to the General Manager of the Information & Communication Technology & Research Division (ICTRD), FCBL Corporate HQ, Phuentsholing.

<p>Knowledge, Skills & Abilities</p>	<ul style="list-style-type: none"> ■ Good programming languages and databases ■ High level of customization & integration capabilities ■ Good communication skills ■ Strong interpersonal qualities ■ Ability to understand and absorb new technologies and interest in continuous learning. ■ Ability to track and escalate software-related issues where required. ■ Inculcate best practices in development activities including security features based on standard global practice ■ Timely response to changes/new development requirements/data administration services.
<p>Duties, Responsibilities & Accountabilities</p>	<ol style="list-style-type: none"> a) Understanding of the ICT solutions and infrastructure existing in the FCBL. b) Understand the overall operations of the FCBL. c) Identify and assess the need for changes/modifications/development of new software solutions. d) Discuss, understand, and document changes/new development requirements from various Divisions/Units within the FCBL or from Regions and Warehouses. e) Develop methodology based on best practices for coding, maintenance, and safe storage of software codes and tools. f) Understanding the databases in existence in the FCBL. g) Develop and support testing processes and methodologies for testing of software developed internally. h) Track and manage changes/new developments related to requirements. i) Deliver the requirements on time. j) Maintain continuous operation of the FCBL ERP database server, maintaining 24/7 uptime. k) Train the end users on the software application. l) Carry out data administration tasks including data correction services. m) Maintain daily database backup of the ERP system. n) Any other duties that may be assigned by the supervisor.

Document Requirements	<ol style="list-style-type: none">1) Duly Filled FCBL Employment Application Form (download from website: www.fcbl.bt)2) Curriculum Vitae/Resume3) Copies of Academic transcripts (Degree, Class XII & X)4) Copy of valid Citizenship Identity Card.5) Security Clearance Certificate.6) Original Medical fitness certificate7) No Objection Certificate, if employed.
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General Manager
HR & Administration Division
Food Corporation of Bhutan Ltd.
Phuentsholing: Bhutan