



पोखरा महानगरपालिका
नगरकार्यपालिकाको कार्यालय
न्यूरोड, कास्की
गण्डकी प्रदेश, नेपाल

सेवा करारमा प्राविधिक कर्मचारी भर्ना सम्बन्धी सूचना
(प्रकाशित मिति २०७६/०४/१६)

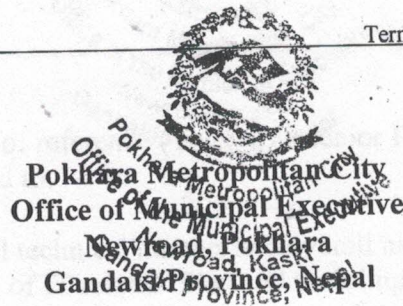
पोखरा महानगरपालिकाको लागि आवश्यक प्राविधिक जनशक्ति व्यवस्थापन गर्नको निमित्त योग्यता पुगेका इच्छुक नेपाली नागरिकबाट व्यक्तिगत विवरण (Bio-Data) सहित यो सूचना प्रकाशित भएको मितिले १५ (पन्ध्र) दिन भित्र लोक सेवा आयोगबाट स्विकृत दरखास्त फाराम भरि यस कार्यालयमा दरखास्त पेश गर्नु हुन यो सूचना आह्वान गरिएको छ। सेवा करार अवधि बढिमा २ वर्षको रहनेछ।

१. सेवा करार मार्फत पूर्ति गरिने पद, पद संख्या र आवश्यक न्यूनतम शैक्षिक योग्यता :

क्र. सं.	विज्ञापन नं.	माग पद संख्या	पद	आवश्यक न्यूनतम योग्यता	परिक्षा दस्तुर
१	०१/२०७५/०७६	१ (एक)	Senior IT officer	मान्यता प्राप्त शिक्षण संस्थाबाट Information Technology विषयमा स्नाकोत्तर तह वा सो सरह उत्तीर्ण गरि सम्बन्धित क्षेत्रमा ३ वर्षको अनुभव भएको।	१,०००/-

- दरखास्त साथ पेश गर्नुपर्ने कागजातहरू : परिक्षा दस्तुर तिरेको सक्कलै रसिद, निवेदक स्वयंबाट हस्ताक्षरित दरखास्त, व्यक्तिगत विवरण (Bio-Data), नेपाली नागरिकताको प्रमाणपत्रको प्रतिलिपी, न्यूनतम शैक्षिक योग्यताको प्रमाणपत्रको प्रतिलिपी, लब्धाङ्क पत्रको प्रतिलिपि, चारित्रिक प्रमाणपत्रको प्रतिलिपी तथा कार्यअनुभवको प्रमाणित प्रतिलिपी, ईन्जिनियरिङ्ग काउन्सिलमा दर्ता भएको प्रमाणपत्रको प्रमाणित प्रतिलिपी।
- छनौट प्रक्रिया : Terms of Reference (ToR) मा तोकिएको मापदण्डका आधारमा उम्मेदवारहरूको सूचीकृत गरि सूचीकृत भएका मध्येबाट छनौट गरिनेछ।
- परिक्षा मिति र समय : दरखास्त दिने अन्तिम मितिमा सूचना प्रकाशन गरिने छ।
- परिक्षा केन्द्र : पोखरा महानगरपालिका, नगर कार्य पालिकाको कार्यालय, न्यूरोड कास्की।
- दरखास्त फारम : लोक सेवा आयोगले तोकेको ढाँचा बमोजिम हुनेछ।
- दरखास्त दिने स्थान : पोखरा महानगरपालिका, नगर कार्य पालिकाको कार्यालय, न्यूरोड कास्की।
- दरखास्त दिने अन्तिम मिति : २०७६/०४/३० गते कार्यालय समय भित्र, अन्तर्वाताको मिति पछि जानकारी गराईनेछ।
- तलब : Terms of Reference (ToR) मा तोकिए बमोजिम हुनेछ।

विस्तृत जानकारीका लागि पोखरा महानगरपालिका, नगर कार्य पालिकाको कार्यालय, न्यूरोड कास्की प्रशासन शाखामा सम्पर्क गर्नुहुन अनुरोध गरिन्छ।
(सम्पर्क नं. ०६१-४२११०४)



Terms of Reference (TOR)

For

Senior Information Technology Officer

1.0 INTRODUCTION

- 1.1 The Pokhara Metropolitan city, Office of Municipal Executive, Newroad Pokhara (PMC) now intends to hire Senior Information Technology Officer to be based Pokhara Metropolitan city, Office of Municipal Executive, Newroad Pokhara (PMC) for management of IT related works and assuring the works of quality of serviceability .

2.0 OBJECTIVES

2.1 General

The main objective of the hiring services is to enhance the institutional capacity of the PMC in IT sector, particularly in the smart service delivery from ward level and monitoring the Service delivery system that assists the motto of smart metropolitan city.

2.2 Specific

The specific objectives of the hiring senior IT officer are as follows:

- (i) To assist the PMC in review of all exiting system.
- (ii) To provide other technical and managerial support so as to enhance PMC capability to plan, implement and maintain the IT system efficiently
- (iii) To verify and certify the works related to information Technology.
- (iv) To facilitate the ward office and service center as required.
- (v) To support and guide the other Staff in IT related the activities;

3. SCOPE

3.1 General

The senior IT officer shall work under the management of Pokhara Metropolitan City, Office of Municipal Executive. He/She shall work under the guidance of Chief Administrative Officer, or his/her authorized representative. The senior IT officer shall ensure that the services carried out are fully adequate to attain the objectives set out in

section 2.0 of this Term of reference (ToR), the senior IT officer duties shall include but not necessarily be limited to:

- Assist the PMC in all technical matters and overall management works related to IT.
- Assist in preparation of IT related Plan and their implementation.
- Ensure that all the works are carried out in accordance with Standard specification.
- Maintain a permanent record of all works completed and results of test carried out for monitoring the quality of works.
- Regularly inspect and check by testing wherever required the exiting system and ensure that they are carried out according to the schedule, specifications and specified standards of quality are to meet the desired standard quality of the equipment and workmanship.
- Checking the bill of the works and recommends them for payments by the PMC with the certification that quality of works executed by other agency are satisfactory.
- Reinforcing planning, coordination and mobilisation mechanisms of the necessary resources regarding e-governance and efficient service delivery.
- Certify the completion of the works.
- Maintain all the records and reports according to the PMC's requirements.
- Capacity on monitoring and handling of servers.
- Others as and when required by PMC.


4.0 MINIMUM QUALIFICATION REQUIRED FOR ELIGIBILITY

The applicants must satisfy the following eligible criteria.

- The applicant must have minimum master degree in Computer Engineering / Electronics and Communication Engineering / Information Technology or equivalent from a recognized University/Institution.
- Minimum three (3) years of specific experience in information Technology works.

Personal/organizational Competencies

- Extensive conceptual and practical knowledge of local government operating and strategic principles;
- A high level of organizational and coordination skills.
- High level of attention to detail.
- An excellent command of the English language – both written and oral.
- Ability to produce quality work within a deadline and under pressure.
- Highly developed communication skills.
- Motivated and has the ability to work independently as well as in a team environment.


Under Secretary

5.0 SELECTION METHOD

The Senior IT officer shall be selected following selection method

- Academic Qualification. -30 Marks
- Experience -40 Marks
- Interview. -30 Marks

6.0 REMUNERATION AND LOGISTIC SUPPORT

The Senior IT officer shall be provided the remuneration and other logistic support as below:

- The Senior IT officer remuneration per month shall be as per salary not more than 40 thousand.
- The Senior IT officer shall be paid by PMC every month.
- The office space and working furniture (table & chair) shall be provided to the Senior IT officer within premises of office of PMC. The PMC may avail the office space outside the premises in case of non-availability of the sufficient space in the office premises.
- The PMC shall avail the electricity and internet facility to the senior IT officer during working hour.
- PMC will provide a laptop/Desktop for working.
- The PMC shall avail the transportation facility at least with a motorcycle for travel to ward office and service center.

7.0 SENIOR IT OFFICER'S REPORTING OBLIGATIONS

The Senior IT officer shall deliver the following reports every month to the PMC in the agreed standard format:

- Exiting System Status report
- Financial report comprising of all expenditure
- supervision report
- Other reports as asked by PMC.

8.0 DURATION OF SERVICE

- The duration of the services shall be for approximately 24 (twenty four) months. The services shall start tentatively from Aug , 2018. The contract shall be terminated if the PMC does not need the service due to the PMC internal management or unsatisfactory performance of the Senior IT officer as evaluated by the PMC.


- In case of the termination of the contract on part of the project (client) ; the later shall inform in writing Twenty (20) days prior to the Senior IT officer.
- If the Senior IT officer wishes to leave the project; he/she shall mandatorily inform in writing two (2) months before to the PMC.
- If the Senior IT officer commits any serious mistake and cause any damage to the office, PMCan terminate the contract any time .

9.0 TAXATION

The Senior IT officer shall be fully responsible for all taxes imposed by Government of Nepal. The Senior IT officer will be responsible for the costs of the premium of any insurance plan he/she takes up.

10.0 AGREEMENT

The Senior IT officer shall be required to enter into an agreement with the on time based contract.


Under Secretary