

**Terms of Reference (TOR)**  
**For**  
**Network and Security Engineer**

**Objective and purpose:**

Information and Communication Technology Pratisthan (ICTP) has been established under the aegis of Information and Communication Technology Pratisthan Act-2067. The primary objectives of ICTP includes, but not limited to,

- Provide the access to Information and Communication Technology (ICT) to the province at large,
- Create knowledge based economy with an aim to create jobs within province,
- Contribute towards achieving provincial prosperity by establishing and developing ICT related industries,
- Implement lucid, succinct, transparent and effective government workflow to achieve e-governance goals,
- Achieve reliable and effective G2G, G2B and G2C through the implementation of e-government implantations.

To achieve the aforementioned objectives, ICTP needs a dynamic network and security officer/engineer, who can prove his/her mettle to contribute to the shared objective/goals of ICTP.

**Scope of work:**

1. Administer and maintain network Infrastructure to ensure peak utilization of network resources
2. Plan, design and implement data connectivity for LAN and WAN
3. Conduct network risk assessments, network vulnerability scans and provide solutions Strengthen the security of network
4. Perform detailed LAN mapping and LAN monitoring and set up VLANs for improved traffic management
5. Manage Router, Switch, IPS and firewall devices and ensure appropriate access controls.
6. Develop and implement network management systems
7. Perform all the duties pertinent to network and securities
8. Collaborate with other agencies to make the provincial system up and running
9. Execute all the activities pertinent to network and security.
10. Perform other duties as directed by Executive director.



**Terms of Reference (TOR)**  
**For**  
**Software Engineer**

**Objective and purpose:**

Information and Communication Technology Pratisthan (ICTP) has been established under the aegis of Information and Communication Technology Pratisthan Act-2067. The primary objectives of ICTP includes, but not limited to,

- Provide the access to Information and Communication Technology (ICT) to the province at large,
- Create knowledge based economy with an aim to create jobs within province,
- Contribute towards achieving provincial prosperity by establishing and developing ICT related industries,
- Implement lucid, succinct, transparent and effective government workflow to achieve e-governance goals,
- Achieve reliable and effective G2G, G2B and G2C through the implementation of e-government implantations.

To achieve the aforementioned objectives, ICTP needs a dynamic IT System engineer, who can prove his/her mettle to contribute to the shared objective/goals of ICTP.

**Scope of work:**

1. Plan, design, develop and implement various e-gov services envisaged by province government.
2. Identify the software system requirements for ministries and agencies of Province government
3. Ensure the interoperability and conformity to the standards among the various systems of province government by collaborating with government agencies
4. Coordinate the software audit process
5. Perform all the duties pertinent to Software development process.
6. Manage the in-house application that are up and running.
7. Coordinate with IT system engineer to deploy the system and check the health of the system in regular basis.
8. Perform other duties as directed by Executive director.

