

## **Assistant-Information Technology**

### **Basic Job Information**

No. of Vacancy/s:1

### **Job Description**

#### **Vacancy Announcement:**

Himalayan Securities Limited, a wholly owned subsidiary of Himalayan Bank Limited and a Full-Service Brokerage Firm, is seeking applications from dynamic, and self-motivated individuals for the role of Assistant-Information Technology.

#### **Designation**

Level: Junior Level

Department: Information Technology

Reports to: Incharge-Information Technology

Work Location: Himalayan Securities Limited, Corporate Office

#### **Job Responsibilities and Duties**

- Establish and maintain the firm's IT infrastructure including networking, software, database, and security infrastructures.
- Manage and update the company's social media and digital communication channels
- Assist the firm's Incharge Information Technology.
- Address the concerns of other departments relating to IT systems of the company.
- Ensure that the IT systems of the firms are up to date, running efficiently, and timely maintenance is done.
- Aid in development of the systems in coordination with Incharge Information Technology
- Coordinate with other departments to assess their operational needs and ensure that the systems in the firm fulfill such needs.

#### **Core Activities**

- Maintain the firm's IT systems' structural integrity.
- Ensure smooth operations and functionality of the IT systems in place.

#### **Skills Required**

- Strong logical reasoning and problem-solving skills.
- Strong technological knowledge and staying up to date with global developments.

- Willing to contribute to multiple functions of the organization such as basic IT support, digital communication, and client service.
- Strong integrity, innovation, and intuitive skills.
- Team Player, Result Oriented, and self-driven with a positive outlook.

### **Education and Preferred Experience Requirements**

- The candidate must hold an IT-related Bachelor's degree as required by NEPSE regulations, and should be able to support additional operational tasks including social media management and customer service.
- Relevant experience in similar function is preferred.

### **Salary and Benefits**

The Annual Cost to Company (ACTC) for this position will range between NPR 355,000 and NPR 488,000. A successful candidate's pay may fall within this range, actual pay will be based on the candidates' qualifications, specific skills, and experience. The Benefits associated with the position are as below:

- Allowances: General Allowance, Festive Allowance and Force Leave Allowance.
- Insurance: Medical and Accidental Insurance, Life Insurance under Endowment Scheme and Critical Illness Coverage.
- Others: Leaves, Retirement Benefits and Bonuses as per Labor Act.

### **Job Specification:**

Education Level: Under Graduate (Bachelor)

Experience: More than 2 years

**Apply Before: 5<sup>th</sup> December 2025**