

**ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE**

1. JOB IDENTIFICATION

1.1 Position Title: Caretaker Cum Cleaner

1.2 Position Level: GSS (Fixed Term)

1.3 Occupational Group: Administrative and Technical

1.4 College/OVC: Office of the Vice Chancellor, Royal University of Bhutan

2. MAIN PURPOSE OF THE POSITION

The main purpose of the position is to ensure the safety and security of the office buildings and organizational assets within the office and office premises; and to maintain cleanliness of the offices, washrooms and surroundings at all times.

3. GENERAL ROLES AND RESPONSIBILITIES

- 3.1 Ensure the safety and security of the office building and organizational assets within the office and office premises at all times.
- 3.2 Opening and closing the office gates.
- 3.3 Opening and closing of offices, RUB Convention and Conference halls.
- 3.4 Hoisting of the National flag and RUB flag.
- 3.5 Maintain record of staff visiting office during non-working hours/holidays.
- 3.6 Perform basic repairs and maintenance tasks as required.
- 3.7 Cleaning washrooms/toilets of the main secretariat building.
- 3.8 Cleaning all the offices of the OVC, RUB.
- 3.9 Carry out any other task assigned by the supervisor.

4. SPECIFIC ROLES AND RESPONSIBILITIES

Following are the specific roles and responsibilities:

- 4.1 Ensure the safety and security of the office building and organizational assets at all times.
- 4.2 Opening and closing of office gates.
- 4.3 Opening and closing of offices, RUB Convention and Conference halls.
- 4.4 Hoisting of the National flag and RUB flag.
- 4.5 Cleaning washrooms/toilets of the main secretariat building.
- 4.6 Cleaning all the offices of the OVC, RUB.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

5.1 Education: NA

5.2 Experience: Preference will be given to candidates with relevant work experience.

5.3 Knowledge Skills and Abilities:

- Ability to work diligently with eye on details.
- Physically fit for taking up the responsibilities of the position.
- Punctual and able to remain at the workplace as per the requirement of the position.