**ANNEXURE I**

**ROYAL UNIVERSITY OF BHUTAN**

**POSITION PROFILE**

# **JOB IDENTIFICATION**

## Position Title: Caretaker

## Position Level: GSS (Fixed-Term)

## Occupational Group: Administrative and Technical

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

## 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 the cleanliness of the offices, washrooms, and surroundings at all times.

## GENERAL ROLES AND RESPONSIBILITIES

* 1. Ensure the safety and security of the office building and organizational assets within the office and office premises at all times.
  2. Opening and closing of the offices and office gates.
  3. Opening and closing of offices, RUB Convention and Conference halls.
  4. Hoisting of the National flag and the RUB flag.
  5. Maintenance of Register to maintain a record of staff visiting the office during non-working hours/holidays.
  6. Performing basic repairs and maintenance tasks as and when required.
  7. Cleaning the washrooms/toilets and pantries of the main secretariat building.
  8. Cleaning all the offices of the OVC, RUB.
  9. Substitute the cleaner for cleaning the Convention Hall and Conference halls as and when required.
  10. Carry out any other task assigned by the supervisor.

## KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

* 1. **Education:** Basic skills to read and write both in English and Dzongkha languages.
  2. **Experience:** Preference will be given to male candidates with relevant work experience.
  3. **Knowledge, Skills, and Abilities:**
     1. Ability to work diligently with eye on details.
     2. Physically fit for taking up the responsibilities of the position.
     3. Punctual and able to remain at the workplace as per the requirements of the position.