

# GERAB NYED-YON LIMITED

## Terms of Reference for the Senior Analyst – Estate Manager

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### 1. Introduction

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Gerab Nyed-Yon (GNY) is an autonomous entity holding and managing the assets and investments of the Zhung Dratshang. It ensures adequate support to the Zhung Dratshang for the conduct of spiritual responsibilities towards preservation and promotion of Buddhism, the Kingdom's spiritual heritage.

### 2. Position and Grade

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- Senior Analyst (PS3)

### 3. Employment Type

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- Three years initial contract (extendable based on individual performance).

### 4. General Job Description

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Kuenselphodrang Estate operates as a vertical under GNY Ltd., aligning with the parent company's strategic objectives. The Estate Manager will collaborate closely with other departments and divisions within GNY Ltd. to ensure cohesive and integrated operations, contributing to the overall success and sustainability.

The Estate Manager is responsible for overseeing the management of Kuenselphodrang Estate, ensuring efficient logistic operations for leasing the property for religious events conducted by the Zhung Dratshang and other monastic institutions. Additionally, the Estate Manager will spearhead the development of the estate into a recreational park.

The position reports to the Senior Analyst, Corporate Service Division

### 5. General Responsibilities

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- Create, implement, and periodically review Standard Operating Procedures for event management and execution to ensure consistency, efficiency, and compliance with best practices;
- Supervise regular maintenance activities to preserve the infrastructure and facilities.
- Coordinate with service providers for timely and quality maintenance services;
- Coordinate and communicate with prospective guests and clients;
- Coordinate closely with the Lam of Kuenselphodrang to ensure smooth transition and execute events professionally;

- Develop security protocols to safeguard the properties, and its visitors. Coordinate with security personnel and law enforcement authority as necessary;
- Ensure high standards of sanitation and cleanliness within the premises, particularly during and after events. Manage waste disposal in alignment with environmental standards;
- Implement strategies to ensure the long-term sustainability of operation of Kuenselphodrang, including resource management, energy efficiency, and financial viability;
- Identify staffing needs, and manage personnel to ensure effective operation;
- Oversee annual budget, and maintain proper financial records and books of accounts, ensuring they are auditable and comply with accounting standards.

## **6. Specific Responsibilities**

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### **6.1. Logistic Management for Events**

- Collaborate with the Zhung Dratshang and other monastic institutions to organize and lease the area for religious events and ceremonies;
- Draft, negotiate, and manage leasing contracts, ensuring alignment with GNY's policies and the specific needs of the tenants;
- Oversee the setup and maintenance of infrastructure required for events, including tents, choekhang, sound systems, lighting, and utilities;
- Serve as the primary liaison between religious organizations, Department of Culture and Dzongkha Development, and other stakeholders to facilitate smooth event execution;
- Ensure all events comply with spiritual sensitivity, local laws, safety regulations, and obtain necessary permits in coordination with relevant authorities;
- Address any issues or problems that may arise during the event;
- Collect and analyze attendee feedback, maintain issue list and record learnings from each event; and
- Prepare a final report summarizing the event's success and identifying areas for improvement.

### **6.2. Development of Recreational Park**

- Lead the planning, design, and development of Kuenselphodrang Estate into a recreational park, incorporating sustainable and community-friendly features;

- Conduct research and analysis to assess the viability of recreational projects, including environmental impact assessments and community needs analysis;
- Establish collaborations with potential investors, local businesses, and community organizations to support park development initiatives; and
- Implement environmentally sustainable practices in the development and maintenance of the recreational park.

## **7. Education & Experience Criteria**

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He/she must/should have:

- Minimum Bachelor's degree
- Minimum of 10 years' work experience after degree and 5 years' experience in estate or event management, logistics, property leasing or related areas.
- Experience working with religious institutions, cultural sites, or in community-focused roles is highly desirable.
- Experience in traditional charde, event management and manpower management.
- Proficiency in multiple languages and dialects shall be given preference.

## **8. Person Specifications & Attributes**

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Additionally, he/she must have:

- Exceptional ability to plan, organize and manage multiple projects simultaneously.
- Proven leadership and team management capabilities.
- Excellent verbal and written communications skills both in Dzongkha and English for effective stakeholder engagement.
- Strong understanding of budgeting, financial planning and reporting.
- Ability to identify issues proactively and implement effective solutions.
- Familiarity with project management techniques, financial management and standard office applications.
- Excellent Marketing and promotional skills.
- Understanding of Bhutanese culture and traditions.

## **9. Other requirements**

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- Duly filed GNY admission form
- Curriculum Vitae (CV) clearly indicating requirements referred to above;
- Copy of CID;
- Security Clearance Certificate;
- Medical Fitness Certificate;

## **10. Salary & Others Benefits**

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- Salary and benefits shall be fixed within the existing GNY pay scales and in line with the GNY Service Rules

## **11. Contact Person**

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For further information, please contact Mr. Payma Juntsho Wangchuk at mobile No. 1760-7376 or Ms. Pema Chezom at mobile No. 1791-5131 and email [hra@gerab.bt](mailto:hra@gerab.bt)

**Please call the above number and confirm your submission through email.**

## **12. Application Deadline**

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The application along with required documents shall be submitted to HRA on or before 3rd of October 2024.