

GERAB NYED-YON LIMITED

Terms of Reference for the Senior Analyst – Real Estate Management Division

1. Introduction

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

- Senior Analyst (PS3)

3. Employment Type

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

4. General Job Description

The Senior Analyst shall be responsible for leading the Real Estate Management Division and support the Land & Real Estate Department in ensuring effective and efficient operational services to the clients. The position reports to the Director of the Department.

5. Specific Responsibilities

The Senior Analyst, as the Head of the Real Estate Management Division (REMD), shall specifically be responsible for the following:

- Conduct periodic market intelligence to identify trends in the real estate industry, including the regional market.
- Conduct business analyses pertaining to property acquisitions or dispositions within the existing portfolio of assets (land and building only).
- Oversee lease agreements, property documents, and other legal instruments and assess risk and compliance for the land and landed properties as per the existing rules;
- Manage dispute settlement of issues pertaining to land and landed properties and liaise with external agencies where necessary;
- Assist in the preparation of budget forecasts, and financial plans for Land and Real Estate Department;

- Monitor and evaluate the performance of real estate investments periodically, including tracking key performance indicators and conducting variance analysis;
- Collaborate with cross-functional teams of GNY to ensure smooth implementation of planned activities/projects;
- Conduct due diligence processes for the land and real estate transactions, including reviewing property records, conducting site visits, and coordinating with external agencies;
- Keep track of the industry trends, regulations, and best practices in real estate to provide strategic recommendations and insights to the organization;
- Prepare land utilization plan and review on a timely basis to plan LRED investments;
- Prepare reports and presentations for the management to communicate findings, recommendations, and insights related to land and real estate activities; and
- Perform such other assignments, as required by the management from time to time.

6. Education & Experience Criteria

He/she must/should have:

- Minimum Bachelor's degree in relevant fields (Business/Finance/Engineering) with a minimum of 10 years of relevant work experience (excluding the study period).
- Experience in managing teams and projects
- Required knowledge, skills or experience in business, finance, land and real estate.

7. Person Specifications & Attributes

Additionally, he/she must have:

- Proficient management/planning ability;
- Excellent analytical and numeracy skills;
- Written and presentation skills;
- Excellent negotiation and client management skills;
- Ability to meet deadlines; and
- High integrity and ethics.

8. Other requirements

- Duly filed GNY admission form
- Curriculum Vitae (CV) clearly indicating requirements referred to above;
- Copy of academic certificates;
- Letter of job experience;
- Copy of CID;

- Security Clearance Certificate;
- Medical Fitness Certificate;

9. Salary & Others Benefits

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

10. Contact Person

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

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

11. Application Deadline

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