

## **GERAB NYED-YON Ltd.**

### **ToR for Civil Engineer**

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#### **1. Introduction**

Gerab Nyed-Yon Ltd. (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**

Civil Engineer - Analyst (PS2)

#### **3. Employment Type**

- Initially for three years contract (extendable based on individual's performance and requirement of the company)

#### **4. Job Description**

The Civil Engineer shall provide technical expertise and support throughout the various stages of project development, ensuring adherence to quality standards, timelines, and budgetary constraints.

#### **5. Specific Responsibilities**

The analyst, shall specifically be responsible for the following:

- Conducting regular inspections to monitor the condition of buildings and address any maintenance issues in a timely manner;
- Develop and implement a comprehensive maintenance plan to ensure the longevity and safety of the real estate properties;
- Cost estimation and budgeting for maintenance works and new projects based on availability of resources;
- Maintaining accurate records of maintenance activities, expenditures, and documentation for regulatory compliance and historical reference.
- Conducting site assessments and feasibility studies for potential development projects;

- Providing technical guidance and support to property management teams and GNY as needed;
- Conduct property valuations and coordinating with relevant organizations;
- Facilitating the proper handover of projects from stakeholders, ensuring all necessary documentation, permits, and other associated items are transferred smoothly.
- Contract management for any civil works;
- Preparing detailed civil drawings, specifications, and cost estimates for projects;
- Overseeing construction activities to ensure quality, compliance with design specifications and regulations;
- Collaborating with cross-functional teams, including legal, finance, and operations, to ensure alignment of maintenance strategies with overall business objectives.
- Ensure all real estate and construction to activities adhere to legal requirements and necessary permits and approval are in place;
- Prepare regular reports for senior management detailing the status of real estate assets ongoing projects and financial performance;
- Any other tasks assigned by the management.

## **6. Education & Experience Criteria**

- Bachelor's degree in civil engineering (minimum of 50% aggregate) with minimum of five years of relevant work experience excluding the study period;
- Preference may be given to candidates with professional experience in managing and implementing projects, and exposure in property valuation.

## **7. Other requirements**

- 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 if selected

- Audit Clearance;
- If Employed, No Objection Certificate from the Employer upon selection.
- 2 referrals/recommendation letters

#### **8. Salary & Others Benefits**

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

#### **9. Contact Person**

For further information please contact HRA at +975- 2- 341578 / +975- 2-341579 or email to [pema.chezom@gerab.bt](mailto:pema.chezom@gerab.bt).