

**GERAB NYED-YON Ltd.**  
**ToR for Associate Analyst (RED)**

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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 Drasthang for the conduct of spiritual responsibilities towards preservation and promotion of Buddhism, the Kingdom's spiritual heritage.

## **2. Position and Grade**

Associate Analyst (PS1)

## **3. Employment Type**

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

## **4. Job Description**

The Associate Analyst shall support the management of land and building assets under the Real Estate Division by maintaining records, coordinating with tenants and leaseholders, assisting in rental administration, and supporting maintenance and dispute-related activities and contribute to effective property management and decision-making through accurate data and coordination support. He/She shall work under the supervision of Senior Analyst, Real Estate Division.

## **5. Specific Responsibilities**

The Associate Analyst shall specifically be responsible for the following:

- Assisting in compiling and updating the inventory of land and buildings of GNY across Dzongkhags, in collaboration with relevant stakeholders;
- Maintaining updated records of tenants and land leaseholders, including tenancy/lease details and supporting bio-data;
- Assisting in the review and documentation of tenancy and lease arrangements and preparing summaries for reporting purposes;

- Supporting the collection and tracking of monthly house rent and land lease payments, and maintaining records related to EMIs, if any;
- Assisting in reconciliation of rental and lease accounts and following up on outstanding dues in coordination with relevant units;
- Coordinating with the engineering unit for repair and maintenance activities of buildings and maintaining related records;
- Supporting coordination of land-related issues such as boundary clarification, trespassing, and encroachment cases under lease arrangements;
- Assisting in the execution and renewal of tenancy and lease agreements and tracking compliance with agreed terms and conditions, including periodic rent increments;
- Maintaining organized records of all tenancy, lease, and property-related documents for easy retrieval and reference;
- Supporting initiatives aimed at improving utilization of land and buildings to enhance revenue, as guided by senior officers;
- Liaising with other functional divisions/units of GNY to facilitate smooth implementation of property management activities;
- Providing administrative and analytical support to the Real Estate Division as and when required;
- Any other tasks assigned by the management.

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

Bachelor's Degree in Business Administration, Commerce, Economics or Management. Preference shall be given to candidates with relevant experience in property management or records management.

## **7. Documents to be submitted at the time of application**

- Duly filled GNY application form;
- Curriculum Vitae (CV);
- Copy of academic transcripts;
- Job Experience Certificate;
- Copy of CID;

- Security Clearance Certificate;

#### **8. Documents to be submitted if selected**

- Medical Fitness Certificate
- No Objection Certificate from the current employer
- Audit Clearance (if applicable)

#### **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 HR at 02341578/02341579 or email to [hra@gerab.bt](mailto:hra@gerab.bt)