

## **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**

Junior Engineer (OS3 to PS1 based on experience)

## **3. Employment Type**

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

## **4. Job Description**

The Junior Engineer shall provide technical support throughout the various stages of project development, ensuring adherence to quality standards, timelines, and budgetary constraints. He/She shall work under the supervision of Senior Analyst, Real Estate Division.

## **5. Specific Responsibilities**

The Junior Engineer, 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 prioritization of R&M works based on availability of resources;
- Maintaining accurate records of maintenance activities, expenditures, and building documentation for regulatory compliance and historical reference.

- Providing technical guidance and support to property management teams as needed;
- Facilitating the proper handover of buildings from stakeholders, ensuring all necessary documentation, permits, and other associated items are transferred smoothly.
- Contract management for any civil works;
- Preparing civil drawings, specifications, and cost estimates for R&M works.
- 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 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**

- Diploma in Civil Engineering
- Preference shall be given to those with experience in building construction and maintenance work.

## **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 only**

- 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)