GERAB NYED-YON Ltd.

ToR for Data Analyst

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

Data Analyst - Associate Analyst (PS1) or 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 Data Analyst shall serve as the central data bank for the Real Estate Division, responsible for collecting, maintaining, analyzing, and reporting all data related to land and buildings. He /She shall support evidence-based decision-making, ensure data accuracy and integrity, and provide analytical insights to improve asset management, planning, and performance of real estate assets.

The Data Analyst shall work under the supervision of the Senior Analyst, Real Estate Division.

5. Responsibilities

The Data Analyst shall specifically be responsible for the following:

- Establishing, maintaining, and updating a centralized real estate database for all land and building assets, including ownership details, location, size, usage, condition, and valuation;

- Maintaining accurate and up-to-date digital and physical records of land leases, tenancy details, building inventories, drawings, permits, approvals, and related documentation;

- Collecting, cleansing, validating, and organizing data related to rental income, lease periods, maintenance costs, capital expenditures, and asset performance;
- Developing and managing data systems, dashboards, and trackers to monitor land and building utilization, vacancy rates, lease expiries, and revenue performance;
- Conducting data analysis to identify trends, gaps, risks, and opportunities in real estate asset management and utilization;
- Supporting budgeting, forecasting, and financial planning by providing accurate real estate data and analytical reports;
- Assisting in land and building handover processes by ensuring completeness and accuracy of all data and documentation;
- Coordinating with maintenance, legal, finance, and operations teams to ensure data consistency and alignment across divisions;
- Preparing periodic and ad-hoc analytical reports for management on the status, performance, and value of real estate division.
- Ensuring proper data security, confidentiality, and backup of all real estate information;
- Supporting compliance by maintaining records required for audits, regulatory reporting, and internal reviews;
- Continuously improving data management processes and recommending digital solutions for efficient real estate data handling;
- Any other tasks assigned by the management.

6. **Education & Experience Criteria**

Bachelor's Degree in Business (BBA/BCom) or Bachelor's in Statistics. Preference shall be given to those with experience in Data Analytics.

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