

GERAB NYED-YON LTD
ToR for Associate Analyst (Technical), TID

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 and the Kingdom's spiritual heritage.

The Treasury and Investment Division (TID) is responsible for managing GNY's treasury operations, investment portfolio, financial analysis, and fund management in accordance with approved policies and strategic objectives.

2. Position and Grade

Analyst/ Associate Analyst (PS2/PS1)

3. Employment Type

Initially for three years contract which is extendable based on individual's performance and requirement of the company.

4. Job Description

The Analyst/ Associate Analyst shall provide technical, analytical, and operational support to the Treasury and Investment Division, particularly in relation to infrastructure projects, construction investments, and property development initiatives undertaken by GNY.

The role involves technical evaluation of investment proposals, project feasibility review, cost assessment, monitoring of construction projects, and supporting financial appraisal with technical inputs.

The position reports to the Sr. Analyst, Treasury and Investment Division.

5. Duties and Responsibilities

The Analyst/ Associate Analyst shall specifically be responsible for the following:

A. Technical Evaluation of Investment Projects

- Prepare and review architectural, civil, and electrical drawings submitted as part of investment proposals;
- Assessing technical feasibility of infrastructure and construction-related investments;
- Evaluating project designs, layout plans, construction methodologies, and technical specifications;
- Assisting in estimating project costs and reviewing Bills of Quantities (BoQ) and cost estimates;
- Verifying compliance of project proposals with relevant building codes, standards, and regulatory requirements;
- Providing technical inputs to support financial viability analysis of proposed investments.

B. Investment Appraisal and Due Diligence

- Assisting in technical due diligence of infrastructure and property development projects;
- Supporting feasibility studies including site analysis, technical risks, and constructability assessments;
- Evaluating project implementation schedules and construction timelines;
- Identifying technical risks that may impact project costs, timelines, or financial returns;
- Coordinating with consultants, engineers, and contractors during appraisal processes.

C. Coordination and Documentation

- Coordinating with consultants, contractors, engineers, financial analysts, and other divisions of GNY;
- Assisting in preparation of technical reports, appraisal notes, and documentation for investment decisions;
- Maintaining proper documentation related to project evaluation and monitoring;
- Assisting in organizing meetings, preparing minutes, and following up on action points;
- Taking responsibility for properties and assets belonging to GNY as assigned;
- Performing any other tasks assigned by management within the division.

6. Qualification & Experience

- Bachelor's degree in Architecture or Engineering (Civil)
- Candidates with prior work experience in the related field shall be preferred
- Fresh graduates or candidates with 0-2 years of relevant experience.
- Prior internship or exposure to architectural or engineering designs, or corporate experience shall be an advantage.

7. Other requirements

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

8. Salary & Others Benefits

Salary and benefits shall be fixed within the existing GNY pay scales and in line with the GNY Service Rules and based on the candidates' skills and experience.

GNY management reserves the right to change, delay, or cancel the selection process and outcome due to unforeseen circumstances or other factors that may affect the process.