



Terms of Reference (ToR)

Position: Event Technician

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

Technician (Event) at Kuenselphodrang Estate.

3. Employment Type

Initially for three months, short term contract (extendable based on the individual's performance)

4. Job Description

The Event Technician is responsible for setting up, operating, and maintaining event-related equipment and facilities. This includes assembling and dismantling tents, sound systems, and lighting equipment, operating lighting and sound during events, and assisting with repairs and maintenance within the Kuenselphodrang premises. This position requires a proactive, hands-on individual with basic technical knowledge, strong teamwork skills, and the ability to ensure the smooth execution.

5. Specific Responsibilities

The Event Technician shall be specifically responsible for the following:

- Assembling and installing event equipment such as modular tents, sound systems, and lighting equipment according to layout plans and safety standards.

- Following workplace safety procedures during installation and dismantling.
- Providing event equipment outside the premises when required for special cases.
- Conducting periodic tents check for damage and tears and perform minor repairs.
- Assisting the R&M Technician with repairs and maintenance within the Kuenselphodrang premises.
- Operating all event-related services during events to ensure smooth execution.
- Mandatory participation in special or national occasions organized by the Royal Government or Zhung Dratshang, regardless of the regular duty schedules, weekends, or government holidays.
- Maintaining Kuenselphodrang property and infrastructure, especially equipment and areas under its responsibility, shall be maintained with a sense of ownership.
- While carrying out your duties, it is important to serve with integrity and sincerity.
- Any other job assigned by the supervisors.

6. Education & Experience Criteria

Preferably with physical strength and experience in similar fields, such as pitching modular tents and handling event management equipment.

7. Salary & Others Benefits

- Initially for Nu. 21,000 per month
- After extension, Salary and benefits shall be fixed within the existing GNY pay scales and in line with the GNY Service Rules.

8. Contact Person

For further information, please contact HRA at +975 2 341578 or email to hra@gerab.bt

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.

