

Terms of Reference

Position	Slot	Qualification	Minimum no. of work experience	Grade	Basic Salary
Electrician	1	Certified Vocational training in electrical.	Nil	GSP	10,685/-

All employees are eligible for the following allowances on the basic salary:

- 20% House Rent Allowance;
- Maximum 2 months basic salary as bonus based on performance annually;
- Maximum monthly 50% performance based variable incentive annually; and
- Staff incentive housing loan; vehicle loan; and education loan at 5% interest rate.

Employment:	Contract
Reporting Authority:	Maintenance Engineer
Reviewing Authority:	Chief Real Estate
Unit:	Maintenance Unit
Division:	Real Estate Division
Department:	Investment
Posting location:	Thimphu
Job responsibilities:	<ol style="list-style-type: none"> Inspect housing complex facilities, such as compound lightings and building exterior and interior lights. Attend to complaint, inspect the unit/flat upon received of complaint, prepare report, estimate/survey of material required. Inspect the flat and record the facilities during exit and entry of the tenant. Repair and maintain electrical fittings and fixture in the office. Ensure to maintain proper records at site. Attend to emergency complaint round the clock. Make sure to attend ad-hoc assignment as and when required.