



ཀྲུལ་ཡོངས་དགོངས་ལཱ་ལྷན་པོ་ལྷན་པོ་དང་འཛོལ་རྟོག་མ་དངུལ་།།

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### Terms of Reference

Position	Slot	Qualification	Work experience	Grade	Basic Salary
Maintenance in charge.	1	Class 12 pass with 2 years Diploma in Civil Engineering	Nil	10	Nu. 17,605/-

<b>Employment:</b>	Regular.
<b>Reporting Authority:</b>	Head, Regional Office, Phuentsholing.
<b>Reviewing Authority:</b>	CEO
<b>Division:</b>	Regional Office
<b>Department:</b>	CEO's office
<b>Posting Location:</b>	Regional Office, Phuentsholing
<b>Primary responsibilities:</b>	<ol style="list-style-type: none"><li>1. Manage and supervise maintenance staff including RE security personnel;</li><li>2. Ensure daily RE related services and operations are undertaken by the maintenance team;</li><li>3. Attend to tenants' complaints/grievances at the earliest including undertaking site inspection where necessary;</li><li>4. Collect data and surveys for proposed engineering projects related to RE maintenance;</li><li>5. Prepare preliminary designs, drawings and detailed cost estimates of major maintenance works for approval;</li><li>6. Forecast budget for major and routine maintenance with sound justifications;</li><li>7. Prepare bidding documents for major maintenance projects;</li><li>8. Tender major maintenance projects, evaluate and submit evaluation reports to award committee for award of works;</li><li>9. Implement annual major and regular maintenance works in line with the approved budget;</li><li>10. Supervise major maintenance projects to ensure compliance with codes, standards, specifications, contract documents and be responsible for the quality of works;</li><li>11. Verify contractors' bills and record accurate details of work done in measurement book;</li><li>12. Verify time extension claims, variation claims, rate analysis etc. and submit to Management for approval with valid justifications;</li></ol>



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	<ol style="list-style-type: none"><li>13. Maintain up-to-date inventory of but not limited to plumbing, electrical, doors and windows' fittings and fixtures in every unit;</li><li>14. Undertake preventive and proactive building and other infrastructure repair and maintenance; and</li><li>15. Extend cooperation to Royal Audit Authority, NPPF internal audit and other statutory auditors and provide timely and sound justifications when requested.</li><li>16. Any other works assigned by the supervisor and/or NPPF management.</li></ol>
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