



Terms of Reference, ESP (Dry Cleaner), Head Office Thimphu

Position	Slot	Grade	Basic Pay
ESP (Dry Cleaner) Head Office, Thimphu	2	ESP (G-18)	Nu. 10,655/-

Allowances:

- Monthly Lumpsum Increment allowance Nu. 7,675/-
- Pension and Provident Fund Management Allowance 40% on Current Basic Pay.
- House Rent Allowance 20% on basic pay.
- Maximum 2 months basic salary as ex-gratia based on performance
- Maximum of 25% of the total basic pay per annum as PBVI; and
- Staff incentive housing loan; vehicle loan; and education loan at 5% interest rate.

Employment:	Contract (5 Year)
Reporting Authority:	Maintenance Engineer, RED
Reviewing Authority:	Head, Maintenance Unit, RED
Division:	Real Estate Division
Department:	Investment Department
Posting Location:	Head Office, Thimphu
Specific Responsibilities	<ol style="list-style-type: none">Sweeps, mops, scrubs, and vacuums floors of buildings, using cleaning solutions, tools and equipment;Cleans or polishes walls, ceilings, windows, plant equipment and building fixtures, using cleaning equipment, scrapers, brooms and a variety of hand and power tools;Notifies management personnel concerning the need for major repairs or additions to building operating systems;Dusts furniture, walls, machines, and equipment;Cleans and restores building interiors damaged by fire, smoke, or water, using



	<p>commercial cleaning equipment;</p> <ol style="list-style-type: none"> 6. Sets up, arranges, and removes decorations, tables, chairs, ladders, and scaffolding, for events such as dinners/meetings/conferences and officials' functions; 7. Refilling supplies, such as toilet paper and cleaning solutions; 8. Timely disposal of garbage at the right place 9. Proper maintenance of environment and flower gardens and decorations/beautifications of the office premises (both indoor and exterior office buildings). 10. Adherence to policies, procedures and end-user acceptable use of policy as per ISO/ IEC 27001 and ISO/ IEC 27701. 11. Any other works assigned by the supervisor.
<p>General Responsibilities</p>	<ol style="list-style-type: none"> 1 Know and be updated with the rules and regulations of the NPPF and other relevant external regulations. 2 Manage self and subordinates in line with relevant rules and regulations for effectiveness and efficiency. 3 Extend necessary cooperation and support to others and promote team spirit at all times 4 Execute individual work compacts with reporting authority and reviewing authority; and execute work compacts of subordinates. 5 Submit self-evaluations on time on the annual work compacts to reporting authority and reviewing authority. 6 Submit completed evaluations of the annual work compacts of subordinates on time. 7 Seek necessary guidance, mentorship and knowledge transfer as and when necessary, from reporting authority or others.



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	<ol style="list-style-type: none">8 Provide necessary guidance, mentorship and knowledge transfer as and when necessary to subordinates or others.9 Report to authorities concerned with regard to any concerns impacting work or irregularities.10 Adherence to policies, procedures and end-user acceptable use of policy as per ISO/ IEC 27001 and ISO/ IEC 27701.11 Any other responsibility to be carried out in the interest of NPPF or assigned by supervisor or management or board.
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