



འབྲུག་རྒྱལ་འཛིན་གཙུག་ལག་སློབ་མཉམས་
དགེ་འདུ་རྒྱུ་རིག་མཐོ་རིམ་སློབ་མྱེ།
དགེ་འདུ་རྒྱལ་ཁུངས་ལུ་ལོ་སྤྱི་ལོ།



Royal University of Bhutan
Gedu College of Business Studies
Gedu: Chukha Dzongkhag



Terms of Reference for Estate Manager

General Information about the Vacancy

Job Specification: **Estate Manager**

Service Status: Regular

Position Level: S2 and above

Required Qualifications

- Diploma in Civil Engineering/Equivalent

Required Skills

- Human resources management.
- Leadership and motivation skills.
- Independent and team project management.
- Negotiating skills.
- Often multi-lingual

Experience

- Preference will be given to candidates with experience in construction management

Documents Required:

A copy of:

- Cover letter and resume
- Academic Transcripts and certificates
- Audit Clearance Certificate
- Security Clearance Certificate
- Citizenship ID card
- Any other documents

Duties/Responsibilities

- Plan and execute the overall management of property and services via management.
- To process the short term and long-term maintenance work.
- To be responsible for the sanitation of the campus.
- Maintain an inventory of the property like furniture & buildings.
- Direct supervision of maintenance team.



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དགེ་འདུ་ ཚུ་ཁ་རྫོང་ཁག།



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- Participate in staff meetings, initiatives and functions.
- Additional responsibilities assigned as and when required.

You may also submit your documents to HRO at adm.gcbs@rub.edu.bt