



**ROYAL UNIVERSITY OF BHUTAN  
GEDU COLLEGE OF BUSINESS STUDIES  
POSITION PROFILE**

**1. JOB IDENTIFICATION**

**1.1 Position Title** : Gardener  
**1.2 Position Level** : GSS  
**1.3 Occupational Group** : Administrative & Support Services  
**1.4 Mode of Employment** : Contract for 2 years (renewable based on performance)  
**1.5 College/OVC** : Gedu College of Business Studies

**2. MAIN PURPOSE OF THE POSITION:**

2.1 Carry out routine duties of a gardener

**3. GENERAL ROLES AND RESPONSIBILITIES**

3.1 To be clearly visible & vigilant during duty hours.  
3.2 Observing and reporting to supervisors  
3.3 Maintain cleanliness in the area of work space.  
3.4 Perform other special duties during college functions.  
3.5 Liase with various people in relation to official work.  
3.6 Plants, transplants, fertilizes, water, prune, and weed flower beds and plant areas.  
3.7 Maintains flowers, bushes, trees, and any other plants.  
3.8 Implements detailed landscape plans.  
3.9 Plants and propagates bedding plants as applicable.  
3.10 Carry out any other duties that may be assigned from time to time.

**4. SPECIFIC ROLES AND RESPONSIBILITIES**

4.1 Plant flowers as per soil conditions, climate, and seasonal planting schedules.  
4.2 Assess and improve soil quality by adding fertilizers or compost.  
4.3 Keeping the garden free of weeds and regularly weed flower beds, lawns, and other areas.



**4.4** Monitor soil moisture levels and provide adequate watering to plants, depending on weather conditions and plant needs.

**5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:**

**5.1 Education:** Class-VI & above

**5.2 Experience:** Experienced preferred.

**5.3 Knowledge Skills and Abilities:**

- 5.3.1 Conversant in the area of responsibilities.
- 5.3.2 Ability to keep up-to-date information in the area of responsibilities.
- 5.3.3 Ability to work in teams and ready to work beyond working hours.
- 5.3.4 Capable of coping with pressures of the job and meeting deadlines.
- 5.3.5 Punctual, honest, sincere and physically fit.