



Royal University of Bhutan

འབྲུག་རྒྱལ་འཛིན་གཙུག་ལག་སློབ་མཉམས་
དགོ་འདུ་ཚོང་རིག་མཐོ་རིམ་སློབ་གྲྭ
ROYAL UNIVERSITY OF BHUTAN
GEDU COLLEGE OF BUSINESS STUDIES
GEDU: CHUKHA DZONGKHAG



ROYAL UNIVERSITY OF BHUTAN POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 **Position Title** : Cleaner (wet/dry)
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

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 Carry out any other duties that may be assigned from time to time.

4. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

4.2 **Education:** Not applicable

4.2 **Experience:** Experienced preferred.

4.3 **Knowledge Skills and Abilities:**

- 4.3.1 Conversant in the area of responsibilities.
4.3.2 Ability to keep up-to-date information in the area of responsibilities.
4.3.3 Ability to work in teams and ready to work beyond working hours.
4.3.4 Capable of coping with pressures of the job and meeting deadlines.
4.3.5 Punctual, honest, sincere and physically fit.