**ROYAL UNIVERSITY OF BHUTAN**

**GEDU COLLEGE OF BUSINESS STUDIES**

**POSITION PROFILE**

# 1. JOB IDENTIFICATION

**1.1 Position Title: Estate Manager**

**1.2 Position Level: 10**

**1.3 Occupational Group: Supervisory and Support**

**1.6 College/OVC: Gedu College of Business Studies**

**2. MAIN PURPOSE OF THE POSITION**

1. To carry out duties and responsibilities for Estate Services of the College

**3. GENERAL ROLES AND RESPONSIBILITIES**

1. Carry out routine and regular inspection of the buildings, water supply, electricity and sanitation facilities.
2. Carry out budget preparation for the maintenance works.
3. Check constantly with the tenants whether they follow the rental agreement properly and settled bills like electricity/rent etc.
4. Ensure that all the facilities within the estate are properly maintained & utilised.
5. Keep good working relation with the community authorities in availing required services.
6. Maintain an inventory of infrastructure in the campus. Execute rental agreement with the tenants.
7. Carry out any other works that may be assigned from time to time.

**4. SPECIFIC ROLES AND RESPONSIBILITIES:**

1. Carry out estimates for any new and old works.
2. Carry out design/drawing/estimates/BoQ/Measurement etc for all civil works.
3. Carry out tendering for any renovation works independently.
4. Supervise subordinate staff under the Estate maintenance.
5. Supervise any works under the Estate and maintenance unit.
6. Carry out review/evaluation of performance appraisal of staff under Estate Unit.
7. Carry out budget preparation for the maintenance works.
8. Verify bills for civil works and process for payment as required.

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

* 1. **Education:** Class XII withDiploma in Civil Engineering
  2. **Experience:** Experience preferred.
  3. **Knowledge Skills and Abilities**

1. Skilled in carrying out routine works efficiently and effectively and is able to use appropriate tools including ICT.
2. Good communication skills in written as well as spoken at least in Dzongkha and English.
3. Knowledge of rules and regulations pertaining to the area of work.
4. Ability to organize information and maintain up-to-date information for administrative and management purposes.
5. Ability to be courteous and able to handle matters in short notice.