



ROYAL UNIVERSITY OF BHUTAN
GEDU COLLEGE OF BUSINESS STUDIES
POSITION PROFILE

1. JOB IDENTIFICATION:

- 1.1 Position Title : Electrician
- 1.2 Position Level : 12
- 1.3 Occupational Group : Administrative & Technical
- 1.4 Mode of Employment : Contract (Renewable based on performance)
- 1.5 College/OVC : Gedu College of Business Studies

2. MAIN PURPOSE OF THE POSITION:

- 2.1 . To attend to all electrical related tasks of the college.

3. GENERAL ROLES AND RESPONSIBILITIES

- 3.1 Operation, maintenance & commissioning of electrical equipment/machines;
- 3.2 Assist the Estate Manager on preparation of estimate & costing;
- 3.3 Maintain high, medium, low voltage transmission lines and distribution systems;
- 3.4 Install, commission, repair and operate & maintain renewable energy equipment/products/devices and communication equipment/products/devices;
- 3.5 Carry out site survey/feasibility study on renewable energy, electrical and communication technologies; and
- 3.6 Supervise the installation/construction site.
- 3.7 Attending to any tasks assigned by supervisors from time to time.



4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Installing, maintaining, and repairing electrical control, wiring, and lighting systems.
- 4.2 Reading technical diagrams and blueprints.
- 4.3 Performing general electrical maintenance.
- 4.4 Inspecting transformers, circuit breakers, and other electrical components.
- 4.5 Performs routine duties, pertaining to all electrical related works of the college. Including maintenance and attending to any complaints related electrical issues.

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

5.1 **Education:** Cl. X with 2 yrs. Certificate (VTI / TTI) / In-service with Certificate in Electrical Engineering

5.2 **Experience:** Relevant work experience will be an added advantage. Preferences will be given to those with relevant work experience while shortlisting.

5.3 Knowledge Skills and Abilities:

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