



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

**1. JOB IDENTIFICATION:**

- 1.1 Position Title : Welder
- 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 welding related tasks of the college.

**3. GENERAL ROLES AND RESPONSIBILITIES**

- 3.1 Perform various welding techniques, including MIG (Metal Inert Gas), TIG (Tungsten Inert Gas), ARC, and oxyacetylene welding, as required.
- 3.2 Set up and adjust welding equipment to achieve the desired weld quality.
- 3.3 Fabricating metal structures, components, and products based on engineering drawings and client specifications.
- 3.4 Managing welding projects from start to finish, including material procurement and quality control.
- 3.5 Creating artistic sculptures and decorative metalwork using welding techniques.
- 3.6 Combining artistic creativity with welding skills to produce unique pieces of art



#### 4. SPECIFIC ROLES AND RESPONSIBILITIES:

- 4.1 Joining and welding metal components, aluminum material, automotive, stainless steel components.
- 4.2 Welding pipes together including plumbing, construction, and oil and gas.
- 4.3 Repairs and maintenance on machinery, equipment & facilities through welding. Troubleshooting and diagnosing welding-related issues.

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

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

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.
- 5.3.6 Adhere to all safety guidelines, protocols, and regulations to ensure a safe working environment.
- 5.3.7 Properly use personal protective equipment (PPE) such as welding helmets, gloves, and safety glasses.