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ཡིག་གྲུ་ཁང་- 215
ཐིམ་ཕུ་ཁྲོམ་གྱི་
གོང་འཛིན་ལམ་



Thimphu Thromde

PO Box No - 215

Building No. 8

Gongdzin Lam



TT/HRS/03/2020-2021/

2158

29th October 2020

VACANCY ANNOUNCEMENT

Thimphu Thromde is pleased to announce the vacancy for the following posts:

Sl No	Position Title	Qualification	Position Level	Remarks
1	Building Inspector II	Cl. XII with Diploma in civil/Cl. X+2 years Certificate from National TTI/VTI with Diploma/In service with Diploma	S2 A	Regular appointment with effect from 1st January 2021. Interested in-service candidates may apply.
2	Asset Manager	Bachelors in Commerce	P5 (B)	On consolidated contract for 2 years and extendable based on need and performance. Visit www.thimphucity.bt for Terms of Reference for the post.

Interested Bhutanese citizens may apply with the following documents latest by 12/11/2020 to the HR Section, Thimphu Thromde.

1. RCSC Employment Application form 4/1 available at www.rcsc.gov.bt
2. Copy of Bhutanese citizenship identity card
3. Copy of Medical fitness certificate issued by competent RoGB medical doctor (Valid up to 6 months from the date of issue)
4. Security Clearance Certificate
5. No objection Certificate, if employed

Interested in-service candidates who meet the eligibility criteria for the post of Building Inspector II may apply with the following documents:

1. Updated CV generated from ZEST
2. Recent two years moderation result
3. No objection certificate from the working agency
4. Valid audit clearance certificate

Shortlisting will be done on merit basis (Degree/Diploma-50%, Cl. XII-30%, Cl. X-20%) and the shortlisted candidates will be announced at www.thimphucity.bt.

For any queries, please contact the Human Resource Section at 2327513 during office hours.

Chief Administrative Officer

Dasho Thrompon: +975-2-323665, Executive Secretary: +975-2-340355

Phone: +975-2-336310 Toll Free Number: 2550

www.thimphucity.bt

TERMS OF REFERENCE

Post: Asset Manager

1. General management of all Thimphu Thromde assets.
2. Inventory management of all Thromde assets.
3. Revenue management of all Thromde assets and services.
4. Annual assets management budgetary.
5. Renewal and update of all Thromde assets
6. Inform/recommend TT management on asset enhancement