

TERMS OF REFERENCE

Post: Asset Manager

1. O and M management of all Thimphu Thromde assets.
2. General management of all assets.
3. Inventory management of all assets.
4. Revenue management of all assets and services.
5. Annual assets management budgetary.
6. Project coordination for new assets.
7. Renewal of lease or tenancy as per the contracts or agreements and applicable laws.
8. Coordination with relevant Divisions for upkeep of properties.
9. Any other related issues that may be assigned by Thimphu Thromde.