

## Terms of Reference for ESP

- 1. Position:** ESP
- 2. Reports to:** AGM, Administration Section
- 3. No. of Position:** 1
- 4. Major Job Responsibilities**

- ✓ Cleaning the office and its surroundings.
- ✓ Cleaning the office washrooms/restrooms.
- ✓ Cleaning office equipment.
- ✓ Grass cutting of office surrounding and nearby stations.
- ✓ Preparing office tea on time.
- ✓ Putting ON and OFF of office and surrounding lightings.
- ✓ Timely checking of office water taps.
- ✓ Carry out/assist in official purchases.
- ✓ Delivering and collecting of official documents as and when required
- ✓ Any other jobs assigned by the immediate supervisor or other officers in the interest the corporation.

### Qualification and Skills

Not required

### Remuneration:

| Grade/Cadre | Pay Scale        | Allowance                               |
|-------------|------------------|-----------------------------------------|
| ESP         | 8,700-220-15,300 | Corporate Allowance<br>20%<br>PBVA= 15% |

## Terms of Reference for Security Guard (ESP)

- 1. Position:** Security Guard (ESP)
  - 2. Report to:** Manager, Gelephu, CR
  - 3. No. of position:** 1
  - 4. Major Job Responsibilities**
- ✓ Security Guard should reach the place of duty 5 minutes before the start of duty time.
  - ✓ Security Guard should do their duty professionally.
  - ✓ At duty place Security Guard should not indulge in their personal works.

- ✓ Must be able to act promptly in any emergency situations. The Security Guard must act as per the instructions.
- ✓ All the visitors, bags, mail, incoming materials must be checked.
- ✓ Should not be intoxicated with alcohol/any types of drugs while on duty and non-compliance would invite severe disciplinary action.
- ✓ Ensure that unauthorized vehicles do not enter the premises without prior permission from the concerned authority. Even if they are permitted, ensure they are not left unattended.
- ✓ Any other tasks assigned by Supervisor in the best interest of the Company.

**Qualification/Skills:**

Ex-Armed Force Personnel or Certified/Trained Security Personnel within the Age Range of 18-45 years

**Remuneration:**

| <b>Grade/Cadre</b> | <b>Pay Scale</b> | <b>Allowance</b>                        |
|--------------------|------------------|-----------------------------------------|
| ESP                | 8,700-220-15,300 | Corporate Allowance<br>20%<br>PBVA= 15% |