

ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title: Carpenter
- 1.2 Position Level: 12
- 1.3 Occupational Group: Administrative & Technical Staff
- 1.4 Type of Appointment: 2 Years Contract
(Initial 2 years contract, renewable based on service requirement and performance of the staff)
- 1.4 College/OVC: Paro College of Education

2. MAIN PURPOSE OF THE POSITION:

To work in the College Block Craft Learning in HEPD Centre and support College administration whenever and wherever required.

3. GENERAL ROLES AND RESPONSIBILITIES:

To work full time in the College Block Craft Learning in HEPD Centre with the team and support College administration in carpentry works when not engaged.

4. SPECIFIC ROLES AND RESPONSIBILITIES (Provide list of specific task that is not covered by the Representative Work Activities).

Work for the College Block Craft Learning in HEPD Centre.

5. Knowledge, Skills & Abilities (KSA): (Use KSA and Position Profile matrix Position Directory as a guide).

5.1 Education: Class X with 2 years Certificate (VTI) /In-service with Certificate

5.2 Experience: Experience will be given preference for the purpose of shortlisting

5.3 Knowledge Skills and Abilities

- 5.3.1 Knowledge of wood types, their properties, and appropriate uses.
- 5.3.2 Understanding of joinery, framing, finishing, and woodworking techniques.
- 5.3.3 Good familiarity with reading blueprints, technical drawings, and work specifications.
- 5.3.4 Knowledge of repairing and maintaining wooden structures, furniture, and fittings
- 5.3.5 Good communication skills both in terms of written and speaking.