

**The Bhutan Postal Corporation Limited is pleased to announce the following vacant post for immediate recruitment.**

Sl.No.	Position	Slot	Grade	Qualification	Basic Pay	Employment status
1	Legal Officer	1	7	Bachelor's degree from a university recognized by the Royal Government of Bhutan (RGoB), along with a Post Graduate Diploma in National Laws (PGDNL), and a valid Bar Council license	21,990-550-32990 + Other allowance as per SRR, 2024.	Regular
2	Associate/ Dy. Associate/ Assistant Associate/ Asst I/ Electrician	1	10 to 14	Candidates holding a certificate in the field of Electrical work are eligible to apply. Preference will be given to those with work experience in both Electrical and Plumbing works.	Remuneration will be based on entry grade and qualifications.	Regular

**Note:** Eligible candidates may submit their applications in hard copy to the HR Section, Bhutan Post Headquarters, Thimphu, on or before 15th July 2025. For more information please call 02-322281 (Ext 2006 or 2027) during office hours.

### **ELIGIBILITY CRITERIA**

A candidate must:

1. Be a Bhutanese citizen.
2. Have attained at least 18 years of age.
3. Meet qualification, experience and other requirements as specified in the position profile of the position.

Documents required:

1. Duly filled Bhutan Post Employment Application Form.
2. Curriculum vitae/Resume/ Academic Transcripts of class X/XII/Degree/Masters.

3. Valid Security Clearance Certificate (approved online).
4. Valid Medical Fitness Certificate.
5. Citizenship ID Card.
6. Audit Clearance Certificate, if employed.
7. Experience Certificate(s)/documentary evidence(s) for current and previous employment record.

## **Terms of Reference (ToR)**

### **1. Position Title**

Associate/Dy. Associate/Assistant Associate/Asst I-(Gr.10/11/12/13).

### **2. Qualification :**

Certificate holder of NC3/NC2/NC1 in the field of Electrician.

Experience in Electrician fields with certificates.

Plus points with experience in plumbing.

### **3. Duty Station & Reporting Structure**

Bhutan Post Head Office, Thimphu. Reports to the **Administration Division**, and works in close coordination with the **Engineer** and Admin Officer under AHRD.

### **4. Key Responsibilities**

#### **A. Electrician**

1. Carry out installation, repair, and maintenance of electrical systems in offices, warehouses, and other facilities under Bhutan Post.
2. Perform routine inspection and preventive maintenance of electrical components, fixtures, and wiring.
3. Diagnose and troubleshoot electrical faults, responding promptly to emergency repair needs.
4. Ensure all electrical works are executed in compliance with national electrical safety standards and codes.

5. Maintain accurate records and logs of electrical work completed, systems inspected, and materials used.
6. Assist in planning and implementing minor renovations and setup of new facilities requiring electrical services.
7. Support energy efficiency initiatives and recommend improvements where applicable.

## **B. Plumbing**

1. Install, maintain, and repair plumbing systems including water supply lines, drainage systems, sanitary fixtures, and related appliances.
2. Conduct regular inspections of plumbing systems to ensure compliance with safety standards and detect issues early.
3. Diagnose plumbing problems such as leaks, blockages, or malfunctions and perform timely and cost-effective repairs.
4. Upgrade or modify plumbing systems as required to meet new needs, ensure regulatory compliance, or improve efficiency.
5. Ensure continuous and safe water supply within the premises, monitor usage, and address supply issues promptly.
6. Respond promptly to plumbing emergencies and ensure quick resolution to minimize operational disruptions.
7. Ensure all plumbing works are performed in accordance with national codes, safety regulations, and organizational policies. Maintain proper records of work completed.
8. Provide plumbing support and technical input for new construction, renovation, or expansion projects within the organization.
9. Monitor plumbing materials and equipment, maintain inventory, and raise requisitions for procurement as necessary.

## **ToR of Dy. Manager/Legal Officer, Corporate**

1. Attend Corporate Management Committee meetings and to act as secretary and organize minute taking responsibility at each such meeting;
2. Prepare and circulate minutes, and the details of the resolutions and decisions in order to ensure that proper action is taken by the Corporation as a consequence thereof;

3. Assist the management in matters related to the policy and planning of the corporation; and any other tasks as assigned by the Manger, CEO and the management.
4. Give legal advice to Management to ensure the best legal approach is taken for business ventures.
5. Advise Management on matters of constitutional and national law.
6. Handle conflicting legal matters that involve international, public, and private law and liaison between partners and work groups.
7. Drawing up and submitting major contracts, agreements and other legal documents.
8. Research different information to make sure the corporation is acting in accord with all applicable laws.
9. Perform any other task as assigned by the management.