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Norbuling Rigter College
Kuen-Gaa Group of Companies Pvt. Ltd.
Post Box 1211
Doteng (Paro): Bhutan
Phone +975 (8) 271313
www.nrc.edu.bt



Terms of Reference (TOR)

Position Title	: Estate Supervisor
Position Level	: S2
Unit/Department	: Estate Unit
Reporting Authority	: Head, Estate Unit
Appointment Type	: Full-time (Administrative Staff)
Duty Station	: Norbuling Rigter College, Paro

1. Background

The Estate Unit of Norbuling Rigter College is responsible for the management, development, and upkeep of all campus infrastructure, landscaping, assets, and security. To support these functions, the College requires a competent Estate Supervisor to assist the Head of Estate in ensuring the campus remains safe, functional, aesthetically pleasing, and operational at all times.

2. Purpose of the Position

The Estate Supervisor is responsible for assisting in planning, coordinating, supervising, and implementing all estate-related activities, including landscaping, infrastructure development, maintenance, procurement, asset management, and security.

3. Duties and Responsibilities

3.1. Campus Beautification & Landscaping:

- 3.1.1. Support implementation of landscaping and beautification plans for gardens, lawns, flowerbeds, and outdoor spaces.
- 3.1.2. Assist in selecting and maintaining sustainable plant species and natural elements.
- 3.1.3. Coordinate seasonal planting and outdoor enhancement activities.
- 3.1.4. Supervise the cleanliness, hygiene, and aesthetic upkeep of campus outdoor areas.
- 3.1.5. Maintain litter-free surroundings through regular waste clearance.
- 3.1.6. Submit periodic reports on activities and propose improvements.

3.2. Infrastructure Development:

- 3.2.1. Assist in planning, designing, and supervising new construction projects (buildings, roads, paths, outdoor facilities).
- 3.2.2. Identify infrastructure needs and prepare improvement proposals.
- 3.2.3. Ensure compliance with safety standards, environmental regulations, and institutional policies.
- 3.2.4. Prepare cost estimates for civil, plumbing, electrical, and related works for new development projects.

- 3.2.5. Support procurement processes by preparing material lists, technical specifications, and coordinating quotations for construction-related work.

3.3. Infrastructure Maintenance:

- 3.3.1. Oversee maintenance and repair of buildings, utilities, roads, and physical infrastructure.
- 3.3.2. Support creation and execution of preventive maintenance schedules for electrical, plumbing, mechanical, and structural systems.
- 3.3.3. Respond promptly to emergency repairs to ensure minimal disruption.
- 3.3.4. Ensure timely servicing of essential utilities (lighting, heating, plumbing, drainage, etc.).
- 3.3.5. Supervise cleaning and maintenance of roads, parking areas, and pathways.
- 3.3.6. Estimate costs for repair and maintenance works, including civil, plumbing, and electrical services.
- 3.3.7. Coordinate procurement of materials, spare parts, and services needed for maintenance activities in line with college policy.
- 3.3.8. Prepare and submit maintenance reports highlighting works done, upcoming tasks, and issues.

3.4. Asset Management:

- 3.4.1. Assist in the procurement and distribution of college assets including tools, equipment, furniture, and machinery.
- 3.4.2. Maintain an updated asset inventory with accurate documentation and tracking.
- 3.4.3. Implement asset protection measures to safeguard against loss, theft, and damage.
- 3.4.4. Inspect asset conditions and recommend repairs, replacements, or upgrades.
- 3.4.5. Ensure proper disposal of obsolete or damaged assets following institutional guidelines.

3.5. Security Management:

- 3.5.1. Assist in implementing and monitoring campus security policies and procedures.
- 3.5.2. Support the recruitment, supervision, and deployment of security personnel.
- 3.5.3. Coordinate security arrangements for campus events and daily operations.
- 3.5.4. Conduct security audits and risk assessments; propose mitigation strategies.

4. Administrative & Other Duties:

- 4.1. Demonstrate professionalism in all interactions with students, staff, and external stakeholders.
- 4.2. Attend meetings, prepare minutes, and follow up on action items.
- 4.3. Perform any other task assigned by the Head of Estate or the College Management relevant to the role.

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5. Required/Minimum Qualifications & Experience/Preferences:

- 5.1. Diploma/Certificate in Engineering.
- 5.2. Preference will be given to candidates with experience in facility operations, infrastructure management, construction supervision, or estate services.

6. Required Skills and Competencies:

- 6.1. Basic knowledge of civil, plumbing, and electrical systems.
- 6.2. Experience in procurement, cost estimation, and project budgeting.
- 6.3. Strong supervisory, coordination, and planning skills.
- 6.4. Good documentation, reporting, and communication abilities.