

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title : Helper
- 1.2 Position Level : General Service Staff (GSS) II
- 1.3 Major Occupational Group : Administrative and Technical
- 1.4 Location : Jigme Namgyel Engineering College, Dewathang
- 1.6 Division : Estate and Maintenance Section

2. DUTIES AND RESPONSIBILITIES

Following are the job responsibilities in general which mostly involves physical works on daily basis.

- 2.1 The helper reports directly to the Estate Manager
- 2.2 Clean and clear the toilet waste chambers and pipe line blockages in the student hostels, staff residence and office buildings whenever necessary.
- 2.3 Help in any work associated with Mason, Carpenter and Electrician
- 2.4 Help in gardening work whenever assigned by the Estate Manager
- 2.5 Sweep and clean wash rooms, toilets, when sweepers are out of station and maintain good hygiene and cleanliness in the offices and academic buildings.
- 2.6 Should carry out any work assigned by the supervisor at any time