

**ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE**

1. JOB IDENTIFICATION

- 1.1 Position Title:** Gardener
- 1.2 Position Level:** GSS (Fixed Term)
- 1.3 Occupational Group:** Administrative and Technical
- 1.4 College/OVC:** Jigme Namgyel Engineering College, Royal University of Bhutan

2. MAIN PURPOSE OF THE POSITION

The primary responsibility of the job is to keep up the office's garden and surrounds, which includes mowing the lawn, planting and watering various plants, trees, and flowers.

3. GENERAL ROLES AND RESPONSIBILITIES

- 3.1** Perform basic maintenance such as cutting grass and weeding.
- 3.2** Plant and nurture trees, flowers, and various plants.
- 3.3** Monitor and ensure plant health.
- 3.4** Maintain a clean garden by clearing rubbish and litter from the garden and surroundings.
- 3.5** To evaluate and report on the needs related to beautification of the campus.
- 3.6** Perform basic landscaping and maintain seasonal flower designs.
- 3.7** Maintain garden equipment, machinery and tools.
- 3.8** Initiate beautification work.
- 3.9** Carry out any other task assigned by the supervisor

4. SPECIFIC ROLES AND RESPONSIBILITIES

Following are the specific roles and responsibilities:

- 4.1** Beautification of the office campus.
- 4.2** Planting flowers, plants and trees, and watering them.
- 4.3** Cutting grass and weeding.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

- 5.1 Education:** NA
- 5.2 Experience:** Preference will be given to candidates with relevant experience.
- 5.3 Knowledge Skills and Abilities:**
 - 5.3.1** Ability to work diligently with eye on details.
 - 5.3.2** Punctual and able to remain at the workplace as per the requirement of the position.
 - 5.3.3** Knowledge on gardening and seasonal plants.