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**Bhutan National Bank**

### Terms of Reference

<b>Position Information</b>	
Position Title	Facility Officer
Reporting to	Chief, Human Resources Administration
Employment Type	Regular
Entry Band	I5
Duty Station	Corporate Office
Slot	1

**Key Responsibilities:**

**I. Electrical Management**

- Manage and oversee the electrical/ Power systems of the Bank.
- Monitor and ensure the smooth operation of all electrical equipment, including Uninterruptible Power Supply (UPS) systems, batteries, and Diesel Generator (DG) sets.
- Ensure adequate stock of essential electrical spare parts by keeping timely preventive and corrective maintenances.
- Ensure proper execution and monitoring of Annual Maintenance Contracts (AMC) for electrical equipment of the Bank.
- Maintain, update, and verify the Bank's fixed assets related to electrical equipment, including conducting annual verification of these assets.

**II. Facility Management;**

- Monitor and oversee the Bank's facilities, including HVAC systems, lifts/elevators, precision air conditioning (PAC) and air-conditioning units within the Data Center, as well as plumbing systems.
- Coordinate with external vendors and service providers for resolution of major or specialized maintenance issues.
- Ensure availability, maintenance, and periodic inspection of safety equipment, including fire extinguishers.
- Coordinate and support disaster preparedness drills, safety presentations, and awareness programs for employees.



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- Ensure compliance with relevant **safety and regulatory standards**.

### III. Projects Management;

- Review and validate electrical designs, drawings, and cost estimates for the Bank's construction and renovation projects.
- Ensure all electrical works during project execution to ensure adherence to approved specifications.
- Maintain, update, and verify the Bank's fixed assets related to electrical equipment, including conducting annual verification of these assets.

### IV. Others:

- Any other functions/ task assigned by the Management /Board in the interest of the bank.

### Primary Eligibility Criteria

#### Educational Qualification

*\*The applicants should have completed the course through regular class (distance education will not be accepted).*

*\*The applicants should have completed their education from a school recognized by Bhutan Accreditation Council.*

- Bachelor in Electrical Engineering (BEE)
- Minimum of 65% in Bachelor's Degree, 65% (English + Best four subjects) in Class XII and X
- Minimum of 5 years of experience in relevant field.

#### Vacancy Announcement Date

**4<sup>th</sup> March, 2026**

#### Last Date for Submission of Application

**11<sup>th</sup> March, 2026**

### Eligibility Criteria;

- 15% of Bachelor's Degree plus 10% of Cl XII plus 5% of Cl X
- All applicants meeting the primary eligibility criteria shall be shortlisted for the interview and aptitude test in the ratio of 1:6 (for every slot, 6 candidates shall be shortlisted for the next round of selection, i.e. the aptitude and the interview)



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**Selection Criteria:**

- Academic Marks (Degree, Class XII & X)-30%
- Aptitude Test -35%
- Viva Interview -35%

**Remuneration Package;**

Nu. 36,240 + 25% HRA + Fixed Corporate Allowances of Nu. 16,769 and other allowances as per the HR Policy of the Bank, with 15% Provident Fund (PF) contribution by the bank.

**Mandatory Documents to be Submitted:**

Applicants are required to submit the following documents online via the e-recruitment portal at <https://recruitment.bnb.bt/>

- Curriculum vita
- Cover Letter/Expression of Interest
- Valid copy of CID card
- Valid copy of Medical Certificate
- Valid copy of Security Clearance
- Academic certificates and transcripts (If selected, the applicant is required to submit the notarized copies of all the academic certificates and transcripts).
- Any other supporting document