

# **TERMS OF REFERENCES FOR SECURITY/NIGHT GUARD CUM SWEEPER, ARDSC TSIRANG**

## **1. Job identification**

1.1	Position Title	<b>Security/Night Guard cum Sweeper</b>
1.2	Major Occupational Group	Elementary Service Personnel (ESP)
1.3	Sub Group	NA
1.4	Position level	NA
1.5	Job Code No.	NA
1.6	Job Location	Wangdue Phodrang
1.7	Agency	Ministry of Agriculture & Forest
1.8	Division	Department of Agriculture
1.9	Section/Unit	Administration Sector, ARDSC, Tsirang
1.10	Official Title of Supervisor	Program Director

## **2. Duties and responsibilities**

Following are the specific job responsibilities in general which mostly involves strong vigilance and partly some physical works on daily basis.

- 2.1 Report directly to the Officer In-Charge, ARDSC Tsirang, Program Director, ARDC, Bajo and Administrative Officer,
- 2.2 Ensure main gates of the office buildings and research fields are locked properly every evening and opened every morning,
- 2.3 Ensure timely switching on of the compound lightings every evening and switching off every morning,
- 2.4 Ensure all electrical appliances and switch points of all the offices are in off mode after the concerned officers/staffs are left,
- 2.5 Guarding of the farm machineries, equipment, offices, buildings, stores, farm machineries and other government properties/infrastructures,
- 2.6 Guarding of the research trials plots and seed maintenance blocks from pilferage and being damaged by the unauthorized trespassers,
- 2.7 Check on unauthorized entrance of the outsiders into the center premises and into the research fields,
- 2.8 Ensure water supply and electrical lines are not disturbed by the trespassers,
- 2.9 Assist Research Officers/ Research Assistants as and when instructed,
- 2.10 The night guard cum sweeper will also carry out the following activities:
  - 2.10.1 Clean and sweep the corridors of the office building, office rooms, stores, drains of the office premises, office compound and parking every day,
  - 2.10.2 Clean the tables and computers of the offices every day,
  - 2.10.3 Handle and maintain properly the rooms/toilet/office cleaning equipment
  - 2.10.4 Sweep and clean wash rooms, toilets every day and maintain good hygiene and cleanliness,
  - 2.10.5 Keep the containers in the toilets filled every time,
  - 2.10.6 Keep enough stock of detergents and other basic toiletries in the was rooms/toilets,

- 2.10.7 Collection and dumping of office wastes to designated disposal pits,
- 2.10.8 Carry out flower gardening in the office premises including weeding and irrigation,
- 2.10.9 Maintain flower nursery and green house in the Centre,
- 2.10.10 Lock and open offices and other buildings every day in the Centre,
- 2.10.11 Serve tea and refreshment to the visiting guests in the center,
- 2.10.12 Collect and reach officials letters and other assignments from Post office and other institutions/agencies,
- 2.10.13 Attend photocopier/Fax machine and other secretarial works in the Centre, and

2.11 Attend to any assignments including ad-hoc protocols as and when instructed by the Program Director, Officers and field staff.

**Affirmation statement:**

I Mr/Ms/Mrs ..... from .....Dzongkhag, .....Gewog, .....village, bearing CID No ..... have gone through the above Terms of References (ToR)/job responsibilities, and respectfully commit to abide by the above norms. In the event of my failure to abide by the above norms, administrative actions be taken as per the existing Bhutan Civil Service Rules.

**Name and Signature of the employee**

**Date:** .....