

## TERMS OF REFERENCES FOR SWEEPER, ARDC, BAJO

### 1. Job identification

1.1	Position Title	<b>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, ARDC, Bajo
1.10	Official Title of Supervisor	Program Director

### 2. Duties and responsibilities

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

- 2.1 Report directly to the Program Director, and Administrative Officer,
- 2.2 Clean and sweep the corridors of the office building, office rooms, stores, drains of the office premises, office compound and parking every day,
- 2.3 Clean the tables and computers of the offices every day,
- 2.4 Handle and maintain properly the rooms/toilet/office cleaning equipment
- 2.5 Sweep and clean wash rooms, toilets every day and maintain good hygiene and cleanliness,
- 2.6 Keep the containers in the toilets filled with water every time,
- 2.7 Keep enough stock of detergents and other basic toiletries in the was rooms/toilets,
- 2.8 Collection and dumping of office wastes to designated disposal pits,
- 2.9 Carry out flower gardening in the office premises including weeding and irrigation with the night/security guard,
- 2.10 Maintain flower nurseries in the Centre,
- 2.11 Lock and open offices and other buildings every day in the center,

- 2.12 Help to collect and reach officials letters and other assignments from the Post Office and other institutions/agencies,
- 2.13 Attend photocopier/fax machine and other secretarial works in the center,
- 2.14 Assist Research Officers/ Research Assistants as and when instructed, and
- 2.15 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:** .....