

Terms of Reference (ESP-Cleaner)

Position: ESP (Cleaner)

Report to: Regional Director

No. of position: 1

Place of posting: Phuntsholing, South Western Region

Major Job Responsibilities:

- ✓ Cleaning office and its surroundings.
- ✓ Cleaning office washrooms/restrooms.
- ✓ Cleaning office equipment.
- ✓ Grass cutting in and around office surrounding and nearby stations.
- ✓ Preparing office tea on time.
- ✓ Putting ON and OFF of office and surrounding lightings.
- ✓ Timely checking of office water taps.
- ✓ Carry out/assist in official purchases.
- ✓ Delivering and collecting of official documents as and when required.
- ✓ Any other jobs assigned by the immediate supervisor or other officers in the interest of company.

Qualification and Skills:

Not required.

Remuneration:

Grade/Cadre	Pay Scale	Allowance
ESP	8,700-220-13,100	Corporate Allowance 20% PBVA= 15%