**Senior Manager Kaja Throm Recruitment**

**Position Title:** Senior Manager (On Contract basis) Contract for two years and it may be extended as per his/her performance.

**Posting:** Kaja Throm (Thimphu)

**Working Hours:** All week days and weekends (9:00 AM-5:00PM) except for Tuesday (Holiday)

**Qualification: Degree Graduate with five years experienced (**Candidates with experience in agriculture, farmers markets, or related fields and Familiarity with market operations, vendor management, and agricultural practices will be a plus point)

**Salary and Benefits: (Based on the P3 Level)**

 Basic Pay: 28,315.00

 Contract Allowances: 8494.50 (30%of the basic pay)

 House Rent Allowances: 5045.00

 **Total:** **41,854.50**

**ToR for Senior Manager, KaJa Throm, Thimphu**

* + - 1. Oversee day-to-day operation and management of KJT.
			2. Develop strategic HR and financial management plans.
			3. Formulate Annual Compact.
			4. Review financial and non-financial reports to devise solutions or improvements.
			5. Enforce adherence to legal guidelines and in-house policies
			6. Liaise with DAMC and other relevant stakeholders.
			7. Promote marketing of local produce.
			8. Chair the KJT committee.
			9. Foster vendor-customers relationship.
			10. Compile and submit Annual Report to the DAMC.
			11. Innovate faster, better, and cheaper means to cater to the vendors and customers.
			12. Submit the basic information of the agricultural produce sold at KaJa Throm on monthly basis to Department.
			13. Carry out any other activities assigned by the DAMC.
			14. Shall be accountable for any lapses due to negligence while discharging the duties.

**Security Guard Kaja Throm Recruitment**

**Position Title:** Security Guard (On Contract basis) Contract for two years and it may be extended as per his/her performance.

**Posting:** Kaja Throm (Thimphu)

**Working Hours:** All week days and weekends (9:00 AM-5:00PM) except for Tuesday (Holiday)

**Qualification: Class: 8 pass out** (Preferred MaleCandidates with trained at security services will be a plus point)

**Salary and Benefits: (Based on the ESP Level)**

 Basic Pay: 9,450.00

 Contract Allowances: 2835.00 (30%of the basic pay)

 House Rent Allowances: 3500.00

 **Total:** **15,785.00**

**ToR for Security Guard at KaJa Throm, Thimphu**

* + - 1. Ensure safeguarding properties of the KJT.
			2. Ensure safeguarding properties of vendors.
			3. Ensure product displays on sales counters.
			4. Open and lock main entrance gates at specified time at Ka Ja Throm;
			5. Switch on and off of lights at specified time;
			6. Report any malfunction in electrical, waterline and sewer lines at Ka Ja Throm to the Sr. Manager;
			7. Minor dispute at KaJa Throm to be submitted to the KJT management
			8. Shall be accountable for any lapses due to negligence while discharging the duties.

**Sweeper Kaja Throm Recruitment**

**Position Title:** Sweeper (On Contract basis) Contract for two years and it may be extended as per his/her performance.

**Posting:** Kaja Throm (Thimphu)

**Working Hours:** All week days and weekends (9:00 AM-5:00PM) except for Tuesday (Holiday)

**Qualification: Not required** (Preferred FemaleCandidates)

**Salary and Benefits: (Based on the ESP Level)**

 Basic Pay: 9,450.00

 Contract Allowances: 2835.00 (30%of the basic pay)

 House Rent Allowances: 3500.00

 **Total:** **15,785.00**

**ToR for Sweeper at KaJa Throm, Thimphu**

* + - 1. Clean the whole KJT areas including parking area, drain, dumping waste into the truck, washing dustbin etc.
			2. Report any non-compliance by vendors in waste management to the concerned Inspectors in the management.
			3. Shall be accountable for any lapses due to negligence while discharging the duties.