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**Bhutan Youth Development Fund**

President : Her Majesty the Queen Mother Ashi Tseyring Pem Wangchuck

**Position Title:** Gardener

**Level:** IX

**Terms of reference of the Gardener**

The Gardener will have the following responsibilities to accomplish his work:

1. Propose a new design for landscaping inside the premises.
2. Responsible and accountable for gardening works and cleanliness in and around the office premises.
3. Follow orders issued by the Immediate Supervisor under Administration Department.
4. Report to the Immediate Supervisor on daily basis.
5. Soil cultivation, digging, and forking, mulching, trimming, watering, raking, weeding, edging, pruning, seed sowing, bed preparation and planting.
6. To be aware of Health and Safety requirements noting that all duties must be carried out to comply with current Health & Safety at Work.
7. To ensure all equipment, machinery is stored securely and clean after use.
8. Plant and transplant flowers, shrubs, trees and lawns.
9. Maintain gardens by naturally fertilizing, trimming and making sure that plants are receiving adequate water.
10. Prune trees and hedges in ways that help the plants' health, are safe and look good.
11. To keep the gardens, thoroughfares and footpaths clear and free from litter at all times.
12. Outside maintenance including pathways, pond, steps, walls etc.
13. Monitor and maintain the health of plants
14. Wherever required, provide logistic support.

**Competencies Required Should be;**

- Creative, resourceful, capable of making matured and independent decisions.
- Have a high regard and respect for teamwork.
- Willing to work during odd hours.
- Sensitive to gender, race, religion, ethnicity etc.

**Education and Experience of the Gardener:**

- The Gardener don't need any specific academic credentials. Generally, YDF place more emphasis on the importance of hands-on experience rather than academic qualifications.
- The Gardener should have previous experience in similar work, and good knowledge of gardening work is an added advantage.



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### **Other requirements**

- Copy of Citizenship ID Card.
- Security Clearance Certificate (approved online).
- Work Experience (if any)

### **Employment Type**

- 2 years initial contract (extendable based on individual performance and requirement of the YDF)

### **Salary**

- Pay shall be fixed within the existing YDF pay scales, YDF Service Rules and Regulations.