**Department of Culture**

The Division for Conservation of Heritage Sites, DoC, MoHCA would like to invite applications from eligible candidates interested.

| Position Title | Minimum Qualification | Slot | Type | Duration | Key Responsibilities |
|---|---|---|---|---|---|
| Architect | Degree in Architecture | 5 | contract | 2 months (extendable) | Documentation and inventory of heritage sites in Bhutan |

Interested applicants must submit application along with documents to Division for Conservation of Heritage Sites office, Kawajangsa, Thimphu on or before May 8, 2018 during office hours (9:00 am-5:00pm).

- Curriculum vitae (work portfolio)
- Copy of degree certificate
- Copy of citizen identity card
- Copy of security clearance
- Copy of medical fitness certificate
- Copy of NOC, if you are currently employed

## Background

Division for Conservation of Heritage Sites (DCHS) under Department of Culture, MoHCA has scheduled to begin extensive surveys of heritage sites in all 20 Dzongkhags from this fiscal year and to be continued in the next fiscal year. Inventory is very important for the office to keep records and will be used for the registration of Heritage Sites. It will also be very useful when scrutinising the proposals from the Dzongkhags and greatly useful for making management plan for the important heritage sites.

## Job Title and Responsibilities

The individual selected will function as architect who will be mainly responsible to carry out the followings:

1. Collection History and information about the heritage sites
2. Surveying GPS coordinates
3. Documentations; photographs, drawings (plan, section and elevation)
4. Determining the Heritage Value of each sites (will be assisted and guided by the office)
5. Compilation data collected and format the data for easy reference and use

**DCHS office will brief and train individuals for the above mentioned works. The works will not be limited to the above mentioned (serial 1-5) works.**

## Job Type and Duration

Architects will be hired on contract basis for 2 months in the fiscal year 2017-2018. Since the inventory work will be continued to 2018-2019 fiscal year, the extension of contract duration will carried out based on the performance of the individual and the availability of budget. The DCHS office will guide and monitor the work.

## Location/ Work of Place

- Each hired architects will carry out the surveys of heritages in two Dzongkhags.
- Selected candidates will also be deployed to Punakha Dzongkhag accompanied to DCHS officials for the preparation of Management Plan (priority)
- The selected candidates will not just be restricted to Punakha Dzongkhag

## Qualifications

Minimum of Bachelor's Degree in Architecture from Royal University of Bhutan recognized college or university.

## Experience/Skills/Attributes

- Experienced or fresh graduates are welcomed
- Should be good in carryout measured drawing and tools used by an architect
- Good written (English or Dzongkha) and oral in communication (preferably Dzongkha)
- Very enthusiastic and hard working
- Should have very good sense of team work
- Ability and desire to complete the assigned work on or before time
- Should abide and work towards realising the objectives of the office (employer)

## Salary

Grade P5 salary with 30 % contract allowance according to the Royal Civil Service Rule applied for contract recruitment. Even the deductions will be as per the RCSC rules for contract employment.

## Benefits

- Gain experience
- Gain knowledge of Heritage Sites in Bhutan, will know better about tangible and intangible values of our culture and tradition

- Will get daily TADA allowance of as per financial rule of RGoB like any other regular civil service

## Termination of Contract

- The selected candidates are not allowed to terminate the contract for the first two months (less duration) unless office decides otherwise
- The selected candidates will be given the choice to continue or not if the office decides to extend the contract
- Office will hold the authority to decide whether a candidate is competent for an extension after completion of first two months