

Terms of Reference for the recruitment of Architect

1. Rationale:

Architect will be recruited for the consolidated period of two years to ensure the successful implementation of the tourism flagship program. The recruit will be specifically employed for the planning of the infrastructure development, wherever necessary. In addition, s/he shall be required to perform administrative and operational support duties commensurate with his/her position title.

2. SOP/Roles and Responsibilities

The specific roles and responsibilities of the Architect are:

- Review the drawings for tourist standard accommodation and issue the technical clearance.
- Prepare the architectural drawings for the tourism infrastructures such as road side amenities, trek routes, campsites, eco-lodge, information Centre, other accommodation infrastructures and the product specific development.
- Prepare the site development layout plan for the tourism related projects.
- Supervise the construction and product development activities.
- Coordinate and organize meetings with different sectors, relevant to his/her field
- Liaise with Dzongkhag and TCB for timely execution of the works
- Study issue/s covering project cycle and prepare recommendation/s as seen appropriate.

3. Reporting

Report on work progress and the associated issues/challenges to:

- Infrastructure and Product Development, TCB
- Project Management Unit, TCB

4. Minimum Qualification

- Bachelor's degree (preferred with work experience).

5. Submission of application

- Letter of application
- Academic transcripts (Degree/higher level, if any)
- Detailed CV with supporting documents
- Valid Security Clearance
- Valid medical fitness certificate
- Identification certificate
- NoC from the Employing Agency, if already employed

6. Address of application

Director General
Tourism Council of Bhutan
Thimphu

7. Conclusion

In order to ensure the timely delivery of technical clearance for the tourist accommodations and timely inception of the infrastructure and the product development, the engagement of Architect in collaboration with Engineers and other relevant officials are necessary under this flagship program.