



*Building for the Future*

### Terms of Reference for Chemist

Job Title	Chemist
Qualification	BSc in Chemistry or with a minimum of 4 years relevant experience (excluding the study period)
Skills	<ul style="list-style-type: none"> <li>● Excellent Interpersonal/team coordination skills</li> <li>● High analytical and numerical ability</li> <li>● High integrity/ethics and strong ability to deliver reports/tasks on time</li> <li>● Strong verbal/written communication</li> <li>● Well versed in Microsoft Office Software</li> <li>● Possess excellent time-management and organizational skills</li> <li>● High acceptance to work beyond working hours to meet the deadline</li> </ul>
Age	Below 40 years
Grade and Remunerations	<ul style="list-style-type: none"> <li>● Grade VIII</li> <li>● Basic Pay for Grade VIII – Nu. 27,300.00 per Month</li> <li>● Corporate Allowance - 20% on Basic Pay</li> <li>● Fixed Allowance - 30% on Minimum Basic Pay Scale</li> <li>● PVBA/Bonus as per PMS</li> <li>● Other perks and benefits will be as per the Service Rule of the Company</li> <li>● Preference shall be given to those with experience in the relevant field and remuneration shall be fixed accordingly.</li> </ul>
Type of employment	Regular
Report to	Head, Quality Control Division
Work Station	PCAL, Gomtu
Role and Responsibilities	<ul style="list-style-type: none"> <li>● Accurate testing and analysis of cement and AAC eco-block samples (<i>raw materials to finished products</i>) as per prescribed methods, procedures, and specifications. Regulatory authorities are BSB, BIS and ISO</li> <li>● Monitoring the quality testing and interpretation of the quality test results of raw materials, in-process materials, and finished products (cement and AAC blocks)</li> <li>● Quality data analysis: Preparation of raw mix design and proportioning of various ingredients to maintain the quality of products</li> <li>● Operation and maintenance of analytical instruments like pH meters, flame photometers, Compressive Testing Machines, etc. Timely calibration of testing instruments</li> </ul>

CORPORATE OFFICE AND BUSINESS UNITS: PHUNTSHOPELRI (GOMTU)

DZONGKHAG: SAMTSE, BHUTAN

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	<ul style="list-style-type: none"><li>● Carrying out R&amp;D for the improvement of the quality testing procedures/ introduction of the latest types of equipment and product-related research, and writing reports</li><li>● Maintenance of all quality records as per the Scheme of Testing and Inspection norms and requirements</li><li>● Prompt reporting on any product quality-related issue along with the way forward</li><li>● Work with designated functions to continuously improve quality controls/monitoring systems</li><li>● Performing such other assignments as may be required by Head (QCD) and Director (OMD)</li></ul>
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Chief Executive Officer

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