

MENJONG SORIG PHARMACEUTICALS CORPORATION LIMITED

Terms of Reference Mechanical Engineer

Background

Menjong Sorig Pharmaceuticals Corporation Limited (MSPCL), a DHI owned company is mandated to manufacture essential traditional medicines required for the effective delivery of traditional medicine services for the Ministry of Health and research and develop other health promoting natural products. MSPCL's corporate head office is at Kawangjangsa, Thimphu.

Overall Job Description

The Mechanical Engineer shall be responsible for overseeing and managing all aspects of the Maintenance Section. He/she shall provide overall direction and guidance for smooth and improved efficiency of mechanical devices. He/she shall head the Maintenance Section and shall directly report to the General Manager, Production Division.

Specific Responsibilities

- Responsible for general maintenance of facilities, pharmaceutical machinery and lab equipment;
- Define specifications for Procurement of machineries/spare parts, maintaining records and issue of spares including periodic servicing and lubrication;
- Planning and scheduling preventive maintenance including maintaining logbook of the equipment;
- Annual servicing and maintenance of herb drying facilities at the site;
- Impart training on operation and preventive maintenance of new pharmaceutical equipment;
- Supervision of general repair and maintenance of electrical components both for the pharmaceutical equipment and facility;
- Technical manager or subject matter expert for the qualification, calibration and commissioning of key machinery and equipment;
- To oversee the overall management of the facility such as construction, maintenance and designing;
- Any other tasks assigned by the management.

Qualifications and Experience Criteria

- Diploma in Mechanical/Electro-mechanical Engineering;
- Preference shall be given to those candidates having experience in the related field

Skills, Knowledge & Attributes Required

- Strong knowledge of mechanical or electro-mechanics
- Strong understanding of technical drawings, specifications
- Knowledge of welding, brazing, soldering techniques, etc;
- Excellent communication skills in spoken and written both in English and Dzongkha;
- Must be able to shoulder other responsibilities other than the primary responsibility.

- Must be resourceful and able to work independently with minimal supervision.
- Impeccable integrity and work ethics.
- Strong problem-solving, critical thinking and analytical skills.
- Good presentation, documentation, and reporting skills.

Other Requirements

- Copy of academic transcripts (Class X, XII & Diploma) & any other certificates;
- Copy of up-to-date resume;
- Online Security Clearance Certificate;
- Copy of Citizenship Identity Card copy;
- Copy of Recent Medical fitness certificate;

Employment Type

- Regular (6 months' probation period).

Salary & Others Benefits

- Grade: 9 (Negotiable based on experience)
- Pay scale: Nu. 23,695-590-35,495 (Negotiable based on experience)
- Corporate Allowance: 20% of the basic pay
- Fixed Allowance: 60% (Nu. 14,215)
- Other benefits as per the SRR of the Company