

TERMS OF REFERENCE

Job holder name:	Designation:
Job grade:	Directly reports to:

Job purpose {define the key aspects of the role briefly – why does the job exist?}:

Engineer/ Valuer are usually specialized surveyors who estimate the market value of the land and building for their clients. They make thorough inspections and investigations of a property and consider factors such as location and business in their valuations

Key responsibilities {define the key responsibilities of the job}:

- Site inspection and property valuation as per the Bank’s rate
- Work closely with Relationship officer, Credit Officer, Branch Managers and Legal Officer
- Study the market trend on property valuation rates and advise the Management Credit Committee, and the Head, on amendments.
- Shall work under the supervision of the Head, Credit Department.
- Shall report to Head, Credit Department.
- Any other responsibilities assigned by the Management and Head, Credit Department.
- Shall be accountable for their responsibilities.
- Conduct work relationships/interactions professionally with customers, supervisors, coworkers and others:
 1. Maintain high levels of confidentiality
 2. Conduct conversations in a professional manner
 3. Successfully attend and complete all mandatory and elective training
 4. Maintain extensive contact with customers, the public and the community, conducting relationships that will enhance the overall marketing effort of the bank.
 5. Ensure the highest level of integrity at all times.
- Any other works assigned by the Head/Chief, Credit Department from time to time.

Areas of contribution {define the key areas of performance measurement}:

Marketing the Bank’s product while inspecting the mortgage property.

Experience & knowledge required {define the experience & knowledge required to do the job well}

Qualifications:

1. Degree/Diploma in Civil Engineering/Technology
2. Working knowledge of Microsoft office applications.
3. Knowledge of financial institution policies and procedures.

Experience: Preference shall be given to candidates with experience.

Other Skills:

- ✓ Strong knowledge of Bhutanese Accounting Standards (BAS), BFRS, financial regulations and Banking industry Standards.
- ✓ Proficiency in SAP BUSINESS ONE ERP software.
- ✓ Excellent analytical, problem solving, and decision- making skills.
- ✓ Strong leadership and team management abilities.
- ✓ Effective Communication and interpersonal skills.
- ✓ High level of integrity.

Approvals {signatures in this section denote agreement to the job description}:

Designation	Signature	Date
Job Holder		
Immediate supervisor		
Human Resources		