



འཛིགས་མེད་དབང་ཕྱག་སྒྲིག་མེ་སྟོང་བདར་སྤེལ་ཁང་།
ལས་མེ་འཆར་གཞི་དང་རིག་ཆུལ་གོང་འཕེལ་ལས་ཁུངས།

Jigme Wangchuck Power Training Institute
Department of Workforce Planning and Skills Development
Ministry of Education and Skills Development
Dekiling: Sarpang



Terms of Reference of the Public Address System(PA)

Terms of Reference (ToR) for PA System Coordinator

The PA (Public Address) System Coordinator shall be responsible for managing, operating, and maintaining the institute's PA system to ensure effective communication during events and daily operations. The key duties include:

1. **System Operation:** Operate the institute's PA system for announcements, events, meetings, and training sessions.
2. **Maintenance:** Ensure proper maintenance, testing, and functionality of the PA system and related equipment.
3. **Event Support:** Provide audio support for official functions, seminars, workshops, and cultural or sports events.
4. **Troubleshooting:** Identify and resolve technical issues with the PA system promptly.
5. **Coordination:** Work with event organizers, trainers, and administration to schedule and manage PA system use.
6. **Inventory Management:** Maintain records of PA system equipment, accessories, and consumables.
7. **Training Support:** Assist staff and trainees in the proper use of the PA system when required.
8. **Safety Compliance:** Follow safety and electrical standards while operating equipment.
9. **Reporting:** Prepare periodic reports on PA system usage, maintenance, and issues.
10. **Additional Duties:** Perform any other responsibilities related to PA system management as assigned by the administration.

(Karma Dorji)
Training Director
JWPTI



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