

Terms of Reference

POSITION DESCRIPTION

Position Title	: Assistant HRO
Position Level	: 8 (M)
Employment Type	: Regular
Major Group	: Facility Management Division
Pay Scale	: 20,230-505-30,330
Reports to	: General Manager, FMD

Job Responsibility of Assistant Human Resources Officer:

1. Carry out timely recruitment and selection of staff based on the requirement in close coordination with Division Heads.
2. Conduct orientation program and onboarding process for new recruits.
3. Follow up on the performance review of probationers, compiled the performance appraisal report and submit it to the management for review and endorsement for regularization of service.
4. Shall administer the staff leave, travel, allowances and overtime payment.
5. Shall administer and compile the staff promotion proposals, performance records and put in HRC in consultation with the head of division for endorsement.
6. Shall ensure that annual increment, pay fixation, salary advances and leave encashment are processed within the timeline.
7. Shall be responsible for processing monthly pay roll and give reports to the finance and accounts section.
8. Responsible for the timely process of staff transfers, deputation and contract renewal.
9. Shall help implement HR initiatives in the areas of recruitment, organizational development, professional development, performance and change management in alignment with organizational strategy.

10. Monitor the performance and effectiveness of the existing staff and initiate activities for its continuous improvement, be the custodian for PMS of the Organization.
11. Work out annual Training Need Analysis in consultation with HoDs and accordingly prepare the training plan for the company.
12. Shall be responsible for nomination, submission and updating RCSC medal recipient list in RCSC Zhiyog Electronic System (ZEST) and inform the administration to arrange civil service award ceremony.
13. Ensure timely preparation of Annual HR Budgets including timely monitoring and submission of report.
14. Oversee the staff resignation, work out the retirement benefits and ensure timely processing of benefits.
15. Draft separation/Sanction/Relieving order and other correspondence for employee separation and accordingly update in ERP.
16. Update TOR annually to maintain an updated TOR of the various job positions.
17. Handle employee grievances, complains and disputes of employees.
18. Coordinate and manage internship request and interns.
19. Shall be the custodian of the service books of the employees of the organization
20. Shall ensure that the employees adhere to the Company's service rules.
21. To advise management on all HR matters.
22. Be the custodian for HR module in ERP
23. Any tasks assigned from time to time by the immediate supervisor/Head of the section/Head of the Division/management.

Required Qualification

Education : Bachelor's Degree in BBA majoring in HRM

Training Experience : Human Resource Management/ Administrative work.

Knowledge of language(s) and other specialized requirements:

- Should be acquainted with the latest concepts of Strategic Human Resource Management (manpower planning, HR budgeting, training and development, performance management systems, thorough understanding of the relevant Labour Acts and regulations).
- Should have good computer knowledge, Management skills, good communication skills in both Dzongkha and English and Must have strong interpersonal skills, good in report writing, presentation skills and problem-solving skills
- Should have a good attitude toward work and able to work under pressure