

## **TERMS OF REFERENCE (HR Officer )**

**Position: Human Resource Officer**

**No. of Slot: 1**

**Placement: Thimphu**

### **Major Responsibilities:**

1. Carry out timely recruitment and selection of staff based on the requirement
2. Update TOR annually to maintain an updated TOR of the various job positions
3. Manage orientation program and develop an onboarding process
4. Ensure updating of personnel information in ERP
5. Monitor and maintain staff records (leave, transfers, promotions, PMS records)
6. Process for staff transfers
7. Manage payroll administration
8. Liaise with regions, division and sections to understand HR interventions required
9. Assist in disseminating HR policy changes and procedures to employees
10. Carry out timely promotion process
11. Ensure timely implementation of Performance Management System and assist employees with timely submission of targets
12. Ensure timely payment of benefits and compensation
13. Ensure administration of Occupational Health and Safety standards in accordance to the policy requirement
14. Handle employee grievances, complains and disputes of employees
15. Assist in developing a programmes and activities to promote healthy and conducive working environment
16. Any other tasks assigned by the Director/GM/Manager

### **Education:**

- Bachelors Degree
- Minimum 60 % in X & XII

### **Remuneration:**

- Grade/ Cadre: A1
- Pay Scale: 27,300-685-41,000
- Allowance: Corporate Allowance 20%, PBVA- 15%