

Terms of Reference

JOB TITLE/POSITION : Associate HR Officer
DEPARTMENT/SECTION : HR & Administration Section
REPORTS TO : HR & Administration Manager

PURPOSE

- To implement the Service Rules appropriately and perform the day-to-day HR activities as per the DSM.

RESPONSIBILITIES

1. Maintain up to date information on MPRM.

- Update appointment for regular/contract employee.
- Update of transfer of employee.
- Update of promotion of employee.
- Update of resignation of employee.
- Update of re-designation of employee.
- Update of trainings of employee.
- Update of continuing education of employee.
- Update of study leave, maternity leave, leave without pay and EOL of employee.
- Update of Performance Ratings of employee.
- Update Disciplinary records.

2. Recruitment

- Advertise vacancy in media and upload in website.
- Receive applications.
- Shortlist of applications and check documents.
- Selection Interview.
- Draft appointment Order.
- Open and maintain personnel file.
- Conduct orientation program for the new recruits.

3. Promotion

- Compile and prepare summary sheet for promotion and forward to the respective heads for nominations.
- Receive and verify/scrutinise promotion nominations.

- c. Submit to Management Committee for approval.
- d. Draft letter for promotion order/letter of regret for promotion proposals not endorsed by the Management Committee.
- e. Draft sanction order for update in pay roll.
- f. Update promotion details in the MPRM and personnel file.

4. Transfer

- a. Prepare and submit list if employees eligible for outstation transfer as per Drukair Service Manual.
- b. Draft transfer/relieving/joining order.
- c. Update in MPRM and personnel file.
- d. Conduct briefing session for outstation transferries.

5. Separation

- a. Receive application and verify service obligations (voluntary resignation)
- b. Submit list of employees due for superannuation.
- c. Draft separation/sanction/relieving order and other correspondences.
- d. Calculate retirement benefit.
- e. Update in MPRM and personnel file.

6. Leave

- a. Receive leave application and verify.
- b. Draft sanction order for leave, encashment and LTC.
- c. Draft joining order after completion of leave.
- d. Maintain proper record of employee attendant and leaves.
- e. Update in MPRM and personnel file.

7. Annual Increment/Allowances

- a. Draft Sanction Order.
- b. Update in personnel file.
- c. Process increment for employees who reaches salary ceiling.
- d. Renew Employees contract on time.

8. Civil Service Award.

- a. Verify and update the civil service award list.
- b. Submit list of eligible employee for civil service award to RCSC.
- c. Inform the Administration to arrange for civil service award ceremony.

9. Provide Human Resource Development Services.

- a. Receive and verify document for training/studies.
- b. Compile and verify with the budget.
- c. Verify eligibility criteria as per the checklist.
- d. Draft correspondences and office orders.
- e. Update in MPRM and personnel file.

10. Employee Welfare.

- a. Issue office order on one month preparatory time to superannuating employees at least one month in advance.
- b. Inform all superannuating employees to complete the post retirement documentation formalities at the earliest to facilitate timely payment of admissibility (ies).
- c. Ensure all required documents in the checklist are obtained prior to processing of separation.
- d. Facilitate and process retirement benefits on time, online or offline as per convenience.
- e. Collaborate with agencies concerned for efficient delivery of pension, provident fund, group insurance scheme and other benefits.
- f. Follow up with Accounts on the delivery of cheque/deposit of retirement benefits to the retirees account.
- g. Inform Administration to coordinate farewell dinner for the superannuated employee.

11. Serve as Custodian of Official Documents.

- a. Develop systematic and proper documentation of official documents.
- b. Ensure secrecy of confidential documents.
- c. Provide all necessary documents during conduct of HR Auditing.

12. Performance Management System.

- a. Update PMS Manual as and when required in line with DHI guidelines.
- b. Receive Compact for the current year and Performance Appraisal Form for the previous year.
- c. Update the ratings in the masterlist.
- d. Forward compact for mid-year review and receive.
- e. Forward for final appraisal as per the PMS Manual timeline.

13. Recruitment & Training Budget

- a. Forward recruitment justification form and training need analysis/budgeting form to the respective heads to budget for the next fiscal year.
- b. Receive the duly filled forms and verify/assess the requirements.
- c. Compile and forward to Finance for endorsement by the Management Committee for further approval from the Board.
- d. Upon receipt of the approved budget, initiate implementation of the budget.

14. Pay & Allowance

- a. Issue employee pay details order whenever there is a change.
- b. Update employee pay and allowances details
- c. Issue annual increment sanction order
- d. Issue LTC sanction orders
- e. Verification of overtime claim
- f. Issue employee transfers/resignation/retirement/termination office order.
- g. Maintain Personal File.

15. On a day to day basis/as and when required.

- a. Update the HRA Manager on regular basis the company's HR activities and other matters as required by the HRA Manager.
- b. Provide guidance on disciplinary proceedings and action.
- c. Prepare agenda and agenda write up on monthly basis for respective divisions/departments and independent units and submit to the Company Secretary.
- d. Provide information's to external quires (with the approval of the CEO) as and when requested.
- e. Represent the Company to and liaising with other companies and government agencies in Bhutan in the absence of the HRA Manager.
- f. Draft letters in responses to letters received by HR, GM-FCS, CEO, etc. related to HR issues.
- g. Ensure regular, accurate and professional communication with staff, concerned Managers and GM.
- h. Work in close consultation with Managers and GMs to ensure that the Service Manual is up-to-date and accurate.
- i. Any other related duties as assigned by the HRA Manager and any other responsibilities, which may be entrusted by the Management from time to time.

REQUIRED QUALIFICATIONS (Competencies)

- Should have a minimum of bachelor's degree with HR subject.
- Good communication skills, including oral communication, report writing, presentation skills, and problem-solving skills (conceptual and analytical thinking).
- Good attitude towards work.