

Terms of References

Human Resource Officer

A. Job Responsibilities

- a.** Plan the overall research and development program of the company with regards to Human Resources Development Planning and Employment specifying goals and budgetary requirements
- b.** Develop long and short term Human Resources and employment plans for the company and coordinates their implementation
- c.** To assist and help implement HR initiatives in the areas of recruitments, organizational development, professional development, performance and change management in alignment with organizational strategy
- d.** Maintain up to date information/statics on Human Resources requirements
- e.** Assist in organizing workshop/seminars/conferences related to Human Resources Planning and employment
- f.** Drafting letters/correspondences related to HR activities
- g.** Provide information on Human Resources and employment as a when required
- h.** Review the performance evaluation of the employees and submit the reports to the immediate supervisor for the correction measures periodically
- i.** Process recruitment, selection, training and other HR related activities
- j.** Involve in project formulations to take care of the HRD components

B. Education Qualification:

- Minimum of Bachelor Degree preferably in Business Management major in HR with the aggregate marks of 55% and aggregate of class XII – 55% (English + 4 best subject)
- Relevant field Experience will add an advantage and will be given preference.

C. Personal Specification, Attribute & Competencies:

- High integrity/ ethics & interpersonal skill & capable to work as a team.
- Should be well versed in both Dzongkha and English

D. Other requirements

- 1) FMCL application form

2) Curriculum Vitae (CV)

3) Copies of

a. Certificates

b. Academic transcripts

c. Security Clearance Certificate (online)

d. Medical Fitness Certificate (Not older than 6 month)

e. Citizenship Identity Card (CID), and

f. No Objection Certificate, If employed.

E. Employment type

Regular

F) Salary &Other benefits

a. FMCL Grade - 7

b. Basic Pay: Nu. 17,145.00 (Negotiable based on working experiences)

c. Pay scale: Nu. 17,145 - 430 - 25,745.00

d. Corporate allowance 25% of the basic pay.

e. Other benefits and allowances as per FMCL Service Rule

