

Terms of Reference of Human Resource Officer

Overall Job Description

The HR Officer shall coordinate, implement and monitor HR Development & Management programs in consultation with the immediate supervisor. He or she is expected to operate in line with the FMCL Service rule and regulation and other relevant documents. He or she shall reports directly to the General Manager, AFD.

A. Specific Responsibilities

The specific responsibilities are given below:

1. Plan the overall Human Resource program of the Company specifying goals and budgetary requirements.
2. Develop long and short term Human Resource and Employment plans for the Company and coordinate their implementation;
3. To assist and help implement HR initiatives in the areas of recruitment, organizational development, professional development, performance monitoring and change management in alignment with organizational strategy.
4. Maintain up to date information/statistics on Human Resource requirement.
5. Assist in organizing workshops/seminars/conferences related to Human Resource Planning and Employment.
6. Drafting letter/correspondence related to HR activities.
7. Provide information on Human Resource and Employment when required.
8. Lead the Performance Management Appraisal process and review the evaluations of the employees and submit the reports to the immediate supervisor for corrective measures periodically. Also devise an organization wide evaluation mechanism so that the systematic reporting is enforced in the organization's cascading structure.
9. Process recruitment, selection, training and other HR related activities.
10. Involve in project formulations to take care of the HRD components.

B. Education Qualification & Work Experience

- ✓ Minimum Bachelor's Degree with aggregate marks of 60%, Class 12 with 55% (Eng + 4 best subjects)
- ✓ Candidates with Master's Degree in the relevant field will have an added advantage.
- ✓ At least 5 years of work experience in HR administration with a good track record in the Civil Service or corporate/private sector.

C. Personal Specification, Attribute & Competencies:

- ✓ Should have good written and spoken Dzongkha and English.
- ✓ Should have sound analytical ability.
- ✓ Should have good coordination and organizing skills.

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
- 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.