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## Tashi InfoComm Private Limited

Ref. No.: TIPL/HRAD/12/2025/

Date: July 5, 2025

### TERMS OF REFERENCE

#### ABOUT TASHI INFOCOMM PRIVATE LIMITED

Tashi InfoComm Private Limited is the second cellular company in Bhutan, a separate entity under Tashi Group of Companies. The company was incorporated on January 23, 2007, under the Companies Act of Bhutan 2016, after it won an international bid to operate as the second cellular operator in Bhutan. Pursuant to the grant of Certificate of Re-Registration by the Office of the Registrar of Companies, Ministry of Industry, Commerce and Employment on 27<sup>th</sup> of November 2023, Tashi InfoComm Limited was re-registered as Tashi InfoComm Private Limited under the Companies Act of Bhutan, 2016.

The cellular license issued by Bhutan InfoComm and Media Authority (BICMA) mandates TashiCell to build mobile network to provide cellular services to the entire nation. The mobile network is based on GSM WCDMA/HSPA+ technologies. The company launched its GSM services on April 6, 2008, under the brand name "TashiCell", with its registered office located at Norzin Lam, Thimphu.

#### ABOUT THE DEPARTMENT AND SECTION

The Human Resource and Administration Department is responsible for all affairs related to human resource management, development and administrative tasks of the company. The Human Resource Section is responsible for all affairs related to human resource management and development of the company.

#### ABOUT THE POSITION

We are looking for a dynamic and dedicated Human Resource Officer to join our team. The ideal candidate will play a key role in fostering a positive work environment, addressing employee concerns, maintaining up-to-date records, and ensuring compliance with the company's service rules and regulations. This position requires strong interpersonal skills, a high level of discretion, and a proactive approach to human resource management.

#### POSITION

<b>Designation</b>	Human Resource Officer
<b>Section</b>	Human Resource
<b>Department</b>	Human Resource and Administration Department (HRAD)
<b>Reports to</b>	Manager, Human Resource Section



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P.O Box 1502, Samten Lam, Thimphu, Bhutan



<https://www.tashicell.com>



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# Tashi InfoComm Private Limited

<b>Supervises</b>	None
<b>No. of Slots</b>	01
<b>Work Station</b>	Thimphu
<b>Nature of Employment</b>	Regular
<b>Grade</b>	P Step 13
<b>Date of Appointment</b>	Will be informed via telephonic call

## PERSON SPECIFICATION

<b>Nationality</b>	Bhutanese
<b>Age</b>	The applicant must be at least 19 years old and no older than 27 on the date of application
<b>Essential Qualification</b>	<ul style="list-style-type: none"><li>• Bachelor's Degree in BBA (Preferably majoring in HRM) /BBM/ B.COM/IBM</li><li>• Minimum of 65 marks in English subject in Class X &amp; XII</li></ul>
<b>Desired Qualification</b>	NA
<b>Essential Experience</b>	NA
<b>Desired Experience</b>	NA
<b>Essential Training</b>	NA
<b>Desired Training</b>	NA
<b>Job related skills and abilities</b>	<ul style="list-style-type: none"><li>• Highly proficient in English- Speaking and writing</li><li>• Good Communication Skills</li><li>• Knowledge of MS Office</li><li>• Writing reports and proposals</li></ul>
<b>Personal attributes</b>	<ul style="list-style-type: none"><li>• Sense of ownership / accountability / Self supervision</li><li>• High team spirit / interpersonal relationship</li><li>• Multi-tasking / Adaptable / Flexible</li><li>• Proactive and time Management</li><li>• Honesty and Integrity</li><li>• Positive attitude</li><li>• Detail oriented</li><li>• Takes initiative</li><li>• Dependable</li></ul>





## **JOB RESPONSIBILITIES**

The Job Responsibilities shall be as mentioned but not limited to the following:

1. Accurate and up to date maintenance of all relevant details and records of employees by:
  - a. Proper documentation and filing
  - b. Uploading records in the HRMS & PMS System
2. Prepare and process recruitment of the company.
3. Conduct exit interviews with employees who are voluntarily resigning from the company and submit quarterly report to the Head of Department.
4. Compile and submit quarterly recruitment report to the Head of Department.
5. Process SIFA benefit of employees.
6. Maintain updated and accurate records of SIFA, members, dependents and nominees.
7. Process voluntary resignation, compulsory resignation, retirement and termination of employees as per Service Rules and Regulations.
8. Process employee transfer as per rules.
9. Process Carriage Charge as per rules.
10. Prepare and issue accurate recommendation letters and others as per instructions.
11. Regularization of employees completing probation period as per Service Rules and Regulations.
12. Issue uniforms to employees like Customer Care Executives, Technical Officers, Technicians, Drivers, Bill Collector, Security Guards, Tea Ladies on time.
13. Conduct orientation programme for new employees as per rules.
14. Signing of service contracts with new consolidated pay employees and renewals as and when required and maintaining proper records.
15. Educate, train and inform employees on the HRM processes and on all changes and amendments made.
16. Assist the Head of Human Resource and Administration Department to conduct bi-annual Performance Management appraisals.
17. Prepare annual goals for HR Section
18. Prepare annual budget for HR Section;
19. Be involved in disciplinary issues and grievances if and when instructed;
20. Be one of the custodians of the Service Rules and Regulations of the company, and provide feedback and suggestions on amendments to the Head of Human Resource and Administration Department from time to time.
21. Be aware of the Service Rules and Regulations of TIPL, Labour Act of Kingdom of Bhutan and other relevant acts and laws.
22. Prepare Transfer Orders, Relieving Orders, Appointment Orders, Recommendation Letters, Note Sheets and others as per instructions





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# Tashi InfoComm Private Limited

## Working Conditions:

- Will be a desk job and work through normal working hours
- Traveling for work will not be frequent.
- The employee should be contactable, available & responsive at all times on your official numbers, official email accounts and official groups.

## REMUNERATION PACKAGE (MONTHLY)

Pay Scale	Nu. 28,190 - 705 - 35,328
Basic salary	Nu. 28,190.00
Medical Allowance	Nu. 2,349.00
Provident Fund	Nu. 2,819.00
Corporate Allowance	Nu. 23,962.00
Communication Allowance	Nu. 750.00
<b>Gross Salary</b>	<b>Nu. 58,070.00</b>
<b>Other allowances and benefits</b>	Other allowances and benefits like gratuity, leave, Leave Travel Concession, leave encashment, bonus, insurance, staff welfare and mobile data shall be applicable as per the Service Rules and Regulations of TIPL 2008

