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## Tashi InfoComm Private Limited

### JOB DESCRIPTION

<b>Job Title</b>	Human Resource and Development Officer	<b>Report to</b>	Manager, HR
<b>Department / Unit</b>	HRA Department	<b>Supervises</b>	None

**Purpose of the Department / Unit:** The Human Resource Section is responsible for all affairs related to human resource management and development of the company.

**Brief duties and responsibilities:**

- 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 ERP- HRMS System and or maintaining soft copies;
- 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;
- Be aware of the Service Rules and Regulations of TIPL, Labour Act of Kingdom of Bhutan and other relevant acts and laws;
- Writing of minutes for Management Committee Meeting and Tender Management Committee Meeting
- Make recommendations for amendments to the Head of Human Resource and Administration Department, on but not limited to the following:
  - a. Human Resource Guidelines;
  - b. Standard Working Procedures;
  - c. PMS and Goal Setting Guidelines;
  - d. Improvement of processes and practices in the HR Section;
  - e. Succession Planning;
  - f. Retention policy
  - g. Human Resource Development
  - h. Forms and documents;
- Promotion of:
  - i. Team building and other exercises;
  - j. Knowledge and talent management exercises;
  - k. Development of hard and soft skills of employees
  - l. Employee engagement activities
- Educate, train and inform employees on the HRD processes and on all changes and amendments made;
- Prepare annual goals for HR Section;
- Prepare annual budget for HR Section;
- Be involved in disciplinary issues and grievances if and when instructed;
- Assist the Head of Human Resource and Administration Department to conduct bi-annual Performance Management appraisals.
- Work out annual Training Need Analysis and HRD Plan for the company;



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- Conduct all ex-country and in-country HRD and non-HRD events as planned and budgeted;
- Maintain accurate and update to date details of all ex-country and in-country trainings and events attended by all the employees of the company;
- Sign HRD Bond for all HRD events;
- Monitoring and evaluation of all in-country and ex-country HRD and non-HRD events.
- Continuously look for ex-country and in-country training opportunities and other events (funded by the company and by other national and foreign organizations / agencies);
- Constantly identify reputed training bodies and institutes from within and outside Bhutan and build and maintain good relationship with them;
- Maintain good working relationship with the Ministry of Industry, Commerce and Employment (MoICE), Bhutan Chamber of Commerce and Industry and other relevant organizations for HRD Plans of the organization;
- Co-ordinate with the Administration Section to arrange VISA and other training and travel related works with regard to outgoing staff and in-coming resource person or trainer;
- Be fully aware of the DSA rates of the company and government;
- Coordinate and manage internship requests and interns;
- Develop, introduce and implement policies, strategies, processes and procedures to increase productivity and minimize costs;
- Organizing annual employee engagement activities;
- Be one of the organizing members for events mandated to be organized by the Human Resource and Administration Department.
- Verify and settle all accounts with Finance Department on time and maintaining full and updated records of all expenses.
- Be contactable, available and responsive at all times on your official number, official email account and official group in Telegram, to attend to the needs of the company, employees, customers and external agencies.
- Execute, implement and achieve all the goals and targets as per the Annual Performance Goals with precision and within deadlines.
- Take up roles and responsibilities of other officials in their absence in the department.  
Perform any other tasks and duties as and when assigned by the Immediate Supervisor / Head of Section / Head of Department / Managing Director / Management.

### **Working conditions:**

- Will be a desk job and work through normal working hours.
- Traveling for work will not be frequent.

### **Essential Qualification/Education:**

- B.Com/ BBA (Preferably majoring in HRM)/BBM
- Minimum of 65 marks in English subject in Class X & XII

**Desired Qualification: NA**

**Essential Experience: NA**

**Desired Experience: NA**

**Essential Training: NA**

**Desired Training: NA**



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### Job related skills and abilities:

- Highly proficient in English- Speaking and writing
- Good Communication Skills
- Knowledge of MS Office
- Writing reports and proposals

### Personal attributes:

- Proactive and time Management
- Multi-tasking / Adaptable / Flexible
- Honesty and Integrity
- Positive attitude
- Detail oriented
- Takes initiative
- Dependable
- Sense of ownership / accountability / Self supervision
- High team spirit / interpersonal relationship

### Working conditions:

- Will be a desk job and work through normal working hours.
- Traveling for work will not be frequent.

<b>Job Location</b>	Thimphu	
<b>Employment Nature</b>	Regular	
<b>Grade</b>	P Step 13	
<b>Date of joining</b>	Will be informed via telephonic call	
<b>Remuneration</b>	<b>First year of service excluding probation period:</b>  <b>Pay Scale:</b> Nu. 28,190 - 705 - 35,328 <b>Basic salary:</b> Nu. 28,190.00 <b>Medical Allowance:</b> Nu. 2,349.00 <b>Provident Fund:</b> Nu. 2,819.00 <b>Corporate Allowance:</b> Nu. 11,981.00 <b>Communication Allowance:</b> Nu.750.00 <b>Gross Salary:</b> Nu. 46,089.00	<b>From second year of service:</b>  <b>Basic salary:</b> Nu. 28,895.00 <b>Medical Allowance:</b> Nu. 2,408.00 <b>Provident Fund:</b> Nu. 2,890.00 <b>Corporate Allowance:</b> Nu. 23,962.00 <b>Communication Allowance:</b> Nu. 750.00 <b>Gross Salary:</b> Nu. 58,905.00
<b>Other allowances and benefits</b>	<b>Other allowances and benefits like leave, Leave Travel Concession, leave encashment, mobile data, bonus, etc. shall be applicable as per the Service Rules and Regulations of TIPL 2008.</b>	