

## **TERMS OF REFERENCE**

Position: Dy. Manager, HR/Admin  
Category: Managerial/ Administrative  
Place of Employment: Thimphu  
Employment type: Regular

Duties and Responsibilities:

### **1. Human Resource**

- ✓ Formulate and implement progressive HR policies;
- ✓ Develop proper HR plan and strategies to implement the plans;
- ✓ Develop the internal service rule which charts out clearly the rights and obligations as well as maintains a positive and progressive essence in human management;
- ✓ Develop relevant and accurate terms of reference and job responsibilities;
- ✓ Carry out all recruitment in timely manner;
- ✓ Manage and maintain Consultants Legal and Contracting matters;
- ✓ Develop and implement Performance Management System (PMS) to measure performances;
- ✓ Institute Performance Based Incentive System (PBIS) and PMS;
- ✓ Set performance targets annually in close consultation as per the timeline with division and evaluate performance annually;
- ✓ Carry out a proper study in organizational structure and manpower staffing commensurate to evolving needs of the agency;
- ✓ Develop optimum manpower strength in discussion with divisions/ units;
- ✓ Assess the workload versus manpower strength;
- ✓ Develop strategies for rightsizing through recruitment and retrenchment and ensure succession planning;
- ✓ Implement an effective HR Management information system (records of leave, salary, data etc.);
- ✓ Maintain proper employee records, issue orders and circulars in compliance with the internal service rule;

### **2. Administration**

- ✓ Procurement of goods, services and works;
- ✓ Manage the hospitality & logistics requirements of company;
- ✓ Manage and maintain (including insuring) the assets of the company including vehicles, office equipment and others;
- ✓ Maintain stock inventory;
- ✓ Internal Administrative Disputes & Grievances redressal (including disciplinary actions);
- ✓ Manage and control overhead costs & expenses, personnel costs, analyze and suggest cost cutting measures;
- ✓ Establish internal policies for communication and office decorum;

- ✓ Establish group insurance saving scheme (GIS) and staff welfare schemes;
- ✓ Purchase, manage & maintain pool vehicle (s);
- ✓ Develop pool vehicle management manual;
- ✓ Ensure annual maintenance contract (AMCs) of equipment & others;
- ✓ Establish a system to receive and dispatch mails in an efficient manner;
- ✓ Make timely procurement of furniture, stationaries and other items required;
- ✓ Make record and timely payment of monthly rent, annual payment to various service provider (e.g BTL) and renewal of agreement as per the contract signed;
- ✓ Carry out proper scrutiny, sanction and payment of bills (TA/DA,
- ✓ Medical, Purchase, Telephone & Mobile, Water & Electricity, taxes & newspaper);
- ✓ Ensure regular attendance of employees;
- ✓ Comply with relevant national/ international statutory rules & regulations standard in regard to recruitment and procurement;
- ✓ Carry out any other duties that may reasonably or exceptionally be required to ensure the smooth operation of work as assigned by the management;