

Terms of Reference

Job Title	Associate Human Resource Officer
Position Level	Officer
Reports to	Manager, HR and Admin. Section
Location	HQ-Thimphu

Accountabilities/Responsibilities

- ✓ Carry out timely recruitment and selection of staff based on the requirement
- ✓ Update TOR annually to maintain an updated TOR of the various job positions.
- ✓ Manage orientation program and develop an onboarding process
- ✓ Ensure updating of personnel information in ERP
- ✓ Liaise with regions, division and sections to understand HR interventions required
- ✓ Assist in disseminating HR policy changes and procedures to employees
- ✓ Carry out timely promotion process
- ✓ Ensure timely implementation of Performance Management System and assist employees with timely submission of targets
- ✓ Handle employee grievances, complaints and disputes of employees
- ✓ Assist in developing a programs and activities to promote healthy and conducive working environment.
- ✓ Establish training programs for the staff in conjunction with the Heads of the Departments and Areas.
- ✓ Ensure that there are adequate training resources in the Company.
- ✓ Secure an adequate training budget through mutual agreement.
- ✓ Ensure that adequate training and development programs are available as is practices
- ✓ Assess the training needs of the Corporation.
- ✓ Maintain all records and data related to training
- ✓ Coordinate selection of trainees for the admission to the training.
- ✓ Process documents for all ex-country trainings
- ✓ Ensure the security of all Office equipment and machinery assigned to the HRD section.

Qualification, Knowledge, Skills and Experience

Qualification:

- Minimum of Bachelors' Degree in Business Administration (HRM) with good academic record from a recognized university/institution.

Knowledge and Skills:

- Good communication and writing skills



འབྲུག་བརྒྱུད་འཕྲིན་ཚད།
Bhutan Telecom Ltd.

	• High integrity, drive for excellence and good interpersonal skills
Employment Type	Regular
Remuneration:	Grade/ Cadre: A1 Pay scale: 28665-715-42965 Corporate Allowance: 20%, Fixed Allowance: 60%