



Building for the Future

Terms of Reference for Human Resource Officer/Asst. Human Resource Officer

Job Title	Human Resource Officer/Asst. Human Resource Officer
Qualification	BBA/BA (major in Human Resource Management) with 60% minimum in Degree
Age	Above 18 and below 40 years
Grade and Remunerations	<ul style="list-style-type: none">• Grade VIII (RCSC pass)/Grade IX (non RCSC selected)• Basic Pay for Grade VIII – Nu. 19,362/Grade IX – Nu. 18,056 per Month• Corporate Allowance - 25% on Basic pay• PVBA/Bonus as per PMS• Other perks and benefits will be as per the Service Rule of the Company
Type of employment	Regular
Report to	Head, Human Resource and Administration Division
Work Station	PCAL Corporate Office, Gomtu
Role and Responsibilities	<ul style="list-style-type: none">• Recruitment, staffing, development and welfare of the employees• Drawing of Human Resource long term Strategic Plan and HR Master Plan• Implement and maintain Performance Management System (PMS)• Coordinate with functions in relocating staff in accordance with the company organization structure and OD exercise.• Amendment of the Company Service Rule• Conduct Training (both internal and external) and HRC meeting• Update and maintain Personal Information System• Any other job assigned by the Head/Management


Chief Executive Officer

CORPORATE OFFICE AND BUSINESS UNITS: PHUNTSHOPELRI (GOMTU)
DZONGKHAG: SAMTSE, BHUTAN

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