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**Terms of Reference for Mining Engineer**

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| Job Title               | Mining Engineer   |
| Qualification           | Bachelor's degree (BE/B-Tech) in Mining Engineering   |
| Skills                  | <ul style="list-style-type: none"> <li>• Excellent Interpersonal skills</li> <li>• Strong verbal/written communication</li> <li>• Proficiency in Microsoft Office Software</li> <li>• Possess excellent time-management and organizational skills</li> <li>• Acceptable to work beyond working hours to meet the deadline</li> </ul>  |
| Grade and Remunerations | <ul style="list-style-type: none"> <li>• Grade VII</li> <li>• Basic Pay for Grade VII – Nu. 31,605.00 per Month</li> <li>• Corporate Allowance - 20% on Basic Pay</li> <li>• Fixed Allowance - 30% on Initial Basic Pay Scale</li> <li>• PVBA/Bonus as per PMS</li> <li>• Other perks and benefits will be as per the Service Rule of the Company</li> <li>• Preference shall be given to those with experience in the relevant field and remuneration shall be fixed accordingly.</li> </ul> |
| Type of employment      | Regular   |
| Report to               | Head, Mines and Supply Division   |
| Work Station            | PCAL Mines, Quarry  |

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DZONGKHAG: SAMTSE, BHUTAN**

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| <p>Role and Responsibilities</p> | <ul style="list-style-type: none"> <li>• Conduct comprehensive assessments to determine the feasibility of mining sites.</li> <li>• Develop and implement innovative mining plans, considering advanced extraction methods and cutting-edge technologies.</li> <li>• Collaborate with multidisciplinary teams, including geologists and environmental specialists, to assess ore deposits and devise cost-effective and sustainable mining strategies.</li> <li>• Champion a culture of safety by ensuring strict adherence to safety standards and regulations throughout all mining activities.</li> <li>• Supervise and coordinate mining operations, employing proactive measures to enhance productivity and minimize downtime.</li> <li>• Implement continuous improvement initiatives, utilizing data-driven insights to optimize production processes.</li> <li>• Conduct regular inspections to identify potential hazards, deploying preventative measures to uphold a safe working environment.</li> <li>• Provide leadership and technical guidance to mining personnel, fostering a culture of excellence and continuous learning.</li> <li>• Collaborate with maintenance teams to ensure the reliability and optimal performance of mining equipment.</li> <li>• Prepare comprehensive and insightful reports on mining activities, production rates, and resource estimates for management review.</li> </ul> |
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**Terms of Reference for Associate Internal Auditor**

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|-------------------------|--|
| Job Title               | Associate Internal Auditor   |
| Qualification           | Bachelor's degree (B.Com/BBA in Finance)   |
| Skills                  | <ul style="list-style-type: none"> <li>• Analytical skill on the Financial Statements.</li> <li>• Practical knowledge on Accounting.</li> <li>• Knowledge in Bhutanese Accounting Standards (added advantage)</li> <li>• Good understanding of the role of information technology in Accounting and Financial Management.</li> <li>• Should have standard ethical skills to apply in the day to day job.</li> <li>• Should have broad understanding of PCAL and its business including current as well as future PCAL business.</li> <li>• Exercise honesty, objectivity and discipline in the performance of their duties and responsibilities and at all times maintain their independence.</li> </ul> |
| Grade and Remunerations | <ul style="list-style-type: none"> <li>• Grade VIII</li> <li>• Basic Pay for Grade VIII – Nu. 28,655.00 per Month</li> <li>• Corporate Allowance - 20% on Basic Pay</li> <li>• Fixed Allowance - 30% on Initial Basic Pay Scale</li> <li>• PVBA/Bonus as per PMS</li> <li>• Other perks and benefits will be as per the Service Rule of the Company</li> <li>• Preference shall be given to those with experience in the relevant field and remuneration shall be fixed accordingly.</li> </ul>  |
| Type of employment      | Regular  |
| Report to               | Chief Executive Officer for Administrative reporting<br>Board Audit Committee for Functional reporting   |
| Work Station            | PCAL Corporate Office, Gomtu   |

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| <p>Role and Responsibilities</p> | <ul style="list-style-type: none"> <li>• Developing a flexible annual audit plan using appropriate risk based methodology, including any risks or control concerns identified by management, and submitting that plan to the Board Audit Committee for review and for approval by the Board;</li> <li>• Implementing the annual audit plan and undertaking any special tasks or projects requested by the Board Audit Committee, which may include special reviews requested by the management;</li> <li>• Regularly communicating to the Board Audit Committee and to the CEO on the progress and results of the annual audit plan, on the adequacy of internal audit resources and on emerging trends and practices in internal auditing;</li> <li>• Leading and maintaining a professional Internal Audit Division with sufficient knowledge and skills, experience and professional capacities to meet the requirements of this TOR;</li> <li>• Allocating resources, setting frequencies, selecting subjects, determining scopes of work and applying the techniques required to accomplish internal audit objectives;</li> <li>• Establishing a quality assurance program by which the Head assures the operation of internal auditing activities;</li> <li>• Performing consulting services to assist management in meeting its objectives;</li> <li>• Reporting on the Internal Audit function directly to the Board Audit Committee and the Head shall also have direct access to the Chairperson of the Board Audit Committee on matters considered of significant importance to the functioning of the company;</li> <li>• The issuance of periodic reports to the Board Audit Committee on their activities, including a summary report on each audit for the Board Audit Committee review and approval. Each audit report, with results and recommendations, will be available to management; and</li> <li>• Conduct Board Audit Committee Meeting and Internal Audit Exit Meeting Quarterly.</li> </ul> |
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### Terms of Reference for Mining Supervisor

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| Job Title                 | Mining Supervisor  |
| Qualification             | Bachelor's degree (BSc)  |
| Skills                    | <ul style="list-style-type: none"> <li>• Adherence to and improvement of safety and environmental regulations.</li> <li>• Optimization of mining operation efficiency.</li> <li>• Timely and precise reporting on mining activities.</li> <li>• Implementation of continuous improvement initiatives.</li> </ul>   |
| Grade and Remunerations   | <ul style="list-style-type: none"> <li>• Grade VIII</li> <li>• Basic Pay for Grade VIII – Nu. 28,655.00 per Month</li> <li>• Corporate Allowance - 20% on Basic Pay</li> <li>• Fixed Allowance - 30% on Initial Basic Pay Scale</li> <li>• PVBA/Bonus as per PMS</li> <li>• Other perks and benefits will be as per the Service Rule of the Company</li> <li>• Preference shall be given to those with experience in the relevant field and remuneration shall be fixed accordingly.</li> </ul>  |
| Type of employment        | Regular  |
| Report to                 | Head, Mines and Supply Division  |
| Work Station              | PCAL Mines, Quarry   |
| Role and Responsibilities | <ul style="list-style-type: none"> <li>• Plan on daily activities of limestone production and development work before hand to enhance productivity and minimize downtime.</li> <li>• Should implement advanced extraction methods to meet target and the quality.</li> <li>• Should mobilize/allocate manpower and machineries as per plan.</li> <li>• Should ensure strict adherence to safety standards and regulations throughout all mining activities. OR strict usage of PPE at site by all employees.</li> <li>• Supervise and coordinate mining operations with other sections.</li> <li>• Conduct regular inspections to identify potential hazards, deploying preventative measures to uphold a safe working environment.</li> <li>• Collaborate with maintenance teams to ensure the reliability and optimal performance of mining equipment.</li> <li>• Should prepare all relevant reports pertaining to production and quality for review by the immediate Head.</li> <li>• Should have sound knowledge of Acts and Regulation governing the mining industries.</li> </ul> |

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**Terms of Reference for Dy. Manager (Real Estate)**

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| Job Title               | Dy. Manager (Real Estate)  |
| Qualification           | General Graduate   |
| Skills                  | <ul style="list-style-type: none"> <li>• Should have fairly good command over English and Dzongkha. Fluency over other languages would be an added advantage, as they have to deal with all sorts of people.</li> <li>• The Estate Managers require walking within the Estate Compound and Industrial sites outside the Estate in performing their duties such as inspection and supervision of the properties.</li> <li>• The proper discharge of duties and responsibilities by the Estate Manager would ensure speedy growth of Industrial activities within the Industrial Estate</li> </ul> |
| Grade and Remunerations | <ul style="list-style-type: none"> <li>• Grade VIII</li> <li>• Basic Pay for Grade VIII– Nu. 28,655.00 per Month</li> <li>• Corporate Allowance - 20% on Basic Pay</li> <li>• Fixed Allowance - 30% on Initial Basic Pay Scale</li> <li>• PVBA/Bonus as per PMS</li> <li>• Other perks and benefits will be as per the Service Rule of the Company</li> <li>• Preference shall be given to those with experience in the relevant field and remuneration shall be fixed accordingly.</li> </ul>   |
| Type of employment      | Regular  |
| Report to               | Head HRAD, HR & Adm Division   |
| Work Station            | PCAL Corporate Office, Gomtu   |

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| <p>Role and Responsibilities</p> | <ul style="list-style-type: none"> <li>• Allotment of Industrial Plots, Sheds or houses.</li> <li>• Execution of lease agreement with the customers.</li> <li>• Routine and regular inspection of the buildings, water supply, electricity and sanitation facilities</li> <li>• Proper maintenance of the Estate premises.</li> <li>• Budget preparation to carry out the maintenance works.</li> <li>• Collection of lease rental monthly and annually.</li> <li>• Supervision and inspection of the premises.</li> <li>• Attend to queries and problem raised by the tenants.</li> <li>• To take action against the defaulting tenants who have not paid rents.</li> <li>• To check constantly with the tenants whether they follow the lease agreement properly and settled bills on time – Water bills, Electricity bills and service charges etc</li> <li>• The Estate Manager is responsible to ensure that all the facilities within the estate are properly utilized by the Industrialists.</li> <li>• Any other matters not mention above have to be referred to the Divisional Head for Seeking advice and direction.</li> <li>• To always keep to good working relation with the Municipal Authorities, Power Department and Telecommunication in availing required facilities from them.</li> </ul> |
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