



*Building for the
Future*

Terms of Reference for Human Resource Officer

Job Title	Human Resource Officer
Qualification	BBA in HRM
Skills	<ul style="list-style-type: none"> • Keeping a close watch on how the work is being done on a day-to-day basis. This means having a keen awareness of the actual work processes and how they are performed. • Building the ability to adapt and recover quickly from unexpected events or disruptions. This includes having backup plans and being prepared to respond flexibly to unforeseen circumstances. • Valuing and relying on the expertise of individuals who are most knowledgeable about the work at hand, regardless of their rank or position within the organization. • Ensuring clear, open, and honest communication across all levels of the organization. This helps in sharing critical information and avoiding misunderstandings. • Encouraging a collective approach to safety and reliability, where all members of the organization are responsible for maintaining high standards and identifying risks. • Leaders in HROs demonstrate commitment to safety and reliability, model the behaviors expected of others, and ensure resources and support for maintaining high standards. • Developing and implementing robust risk management practices to identify, assess, and mitigate potential hazards.
Grade and Remunerations	<ul style="list-style-type: none"> • Grade VII • Basic Pay for Grade VII– Nu. 31,605.00 per Month • Corporate Allowance - 20% on Basic Pay • Fixed Allowance - 30% on Initial Basic Pay Scale • PVBA/Bonus as per PMS • Other perks and benefits will be as per the Service Rule of the Company • Preference shall be given to those with experience in the relevant field and remuneration shall be fixed accordingly.
Type of employment	Regular
Report to	Head HRAD
Work Station	PCAL Corporate Office, Gomtu

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

Phuentsholing Depot Tel: 00975-5-252885; Gelephu Depot Tel: 00975-6-251605; Samdrup Jongkhar Depot Tel: 00975-7-251790

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<p>Role and Responsibilities</p>	<ul style="list-style-type: none"> • Set the vision and strategic direction for the organization, emphasizing the importance of reliability and safety. • Ensure adequate resources are allocated to safety initiatives, training, and risk management. • Foster a culture of reliability, safety, and continuous improvement at all organizational levels. • Communicate organizational priorities and commitment to safety and reliability to all stakeholders. • Oversee daily operations, ensuring that work is performed according to established safety and reliability standards. • Monitor performance and identify potential areas for improvement. • Address issues promptly and effectively, utilizing expertise and insights from frontline workers. • Ensure staff receives necessary training and development to perform their roles effectively. • Conduct regular risk assessments and identify potential hazards in operations. • Lead investigations into safety incidents and near-misses to determine root causes and prevent recurrence. • Ensure adherence to safety regulations, industry standards, and organizational policies. • Develop and implement safety programs, policies, and procedures. • Perform tasks according to established procedures and safety protocols. • Report hazards, near-misses, and incidents promptly to facilitate quick resolution and learning. • Provide feedback on operational practices and potential improvements to supervisors and managers. • Follow established procedures and protocols while maintaining awareness of any deviations or issues. • Develop and implement training programs focused on safety, reliability, and operational excellence. • Assess the skills and competencies of staff and identify areas for additional training or support. • Promote a culture of continuous learning and professional development.
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