



PENDIN CEMENT AUTHORITY LIMITED

(An ISO 9001: 2015 Certified Company)

"Construct With Confidence"

TOR for Human Resource and Administration Division

1. Create a dynamic human resource system in the company.
2. Develop HR Master Plan for the company and ensure proper staffing in line with the objectives of the company, including training and skills development programs critical to deliver organizational programs/projects/activities.
3. Institute feedback system to ensure effective implementation of change initiatives.
4. Develop and implement HR strategies to enhance and promote morale and motivation of employees.
5. Conduct Knowledge Sharing and Business Idea sessions regularly in consultation with management.
6. Coordinate HRC/Disciplinary meeting as and when necessary and maintain records thereof.
7. Ensure accurate and up to date HR information in the system.
8. Update the day to day absenteeism report of the employees.
9. Maintain the day to day attendance of the employees and update leave both manually from ERP system.
10. Initiate & update LTC, Leave encashment and monthly salary in the system and forward to FID for release of payment.
11. Maintain & update files for all employees.
12. Maintain proper records of all office orders issued for record and reference.
13. Ensure compliance of ISO standard.
14. Initiate and implement a robust performance management system and employee appraisal system.
15. Any other responsibilities that may be assigned by the Department Head/management from time to time.

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www.pendencement.bt (We are also on Facebook and Instagram)