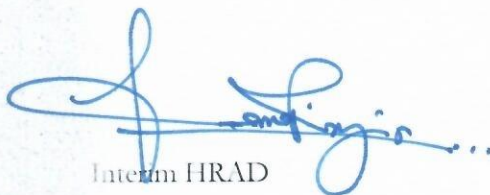




Building for the
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ToR for Human Resource Officer

Job Title	Human Resource Officer
Qualification	BBA/BA/MBA (major in Human Resource Management)
Type of employment	Regular
Report to	Head, Human Resource and Administration Division
Work Station	PCAL Corporate Office, Gomtu
Role and Responsibilities	● 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 expert system ● Any other job assigned by the Head/Management


Interim HRAD


Director (BSCD)

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Terms of Reference (TOR) for Logistic Assistant

1. Position Overview

The **Logistic Assistant** is responsible for planning, implementing, and controlling the efficient flow and storage of goods, services and related information within the Supply Chain Division in coordination with CSU. The role ensures that materials are delivered to the right place, at the right time, and at the lowest possible cost while maintaining quality standards.

2. Key Responsibilities

Logistic and Supply Chain Planning

- Develop and implement logistics and supply chain strategies.
- Coordinate procurement, transportation and deliver and hand over to CSU
- Material collections from Birpara, Jaigaon, Phuntsholing and Siliguri.
- Emergency material picks up from Kolkatta Bus
- Spot quotation/emergency purchase of spare parts etc.
- Temporary imports of any machines and materials, including Route permits from **RSTA** and approval for import from **RRCO**.
- Ensure timely return of temporary import of machines and materials.

Custom clearing

- Documentation of transportation related works
- Both Bhutan and Indian custom clearing.

Transportation & Distribution

- Manage transportation operations and delivery schedules.
- Coordinate with transport providers and distribution partners.
- Ensure timely and cost-effective delivery of goods.
- Documentation of transportation related works
- Ensure proper storage, handling, and safety of all the products

Supplier & Vendor Coordination

- Maintain relationships with suppliers and logistics service providers.
- Evaluate vendor performance and negotiate logistics contracts.

Compliance & Risk Management

- Ensure compliance with company policies, safety standards, and regulations.
- Identify Logistic risks and develop mitigation plans and submit to the management.

Terms of Reference (TOR) for Procurement Assistant

1. Purpose of the Position:

The **Procurement Assistant** is responsible for managing the purchasing of goods and services and ensuring the efficient storage, transportation, and distribution of materials required for organizational operations.

2. Key Responsibilities

Procurement Management

- Plan and implement procurement activities according to organizational policies.

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- Prepare purchase requests, purchase orders, and procurement documentation.
- Identify and evaluate suppliers and vendors.
- Conduct price comparisons and negotiate with suppliers.
- Ensure timely procurement of goods and services.
- Maintain inventory records and stock control systems.
- Monitor stock levels to avoid shortages or overstocking.
- Follow up of all the PO delivery period and maintain and proper records.

Supplier & Vendor Coordination

- Maintain good relationships with suppliers.
- Evaluate supplier performance.
- Ensure contracts and agreements are followed.

Documentation & Reporting

- Maintain procurement records.
- Prepare procurement reports.
- Ensure compliance with procurement procedures and regulations.

1. Qualifications for Logistic and Procurement Assistant.

- a. **Diploma In Material and Procurement Management.**
- b. Experience in procurement, logistics, or supply chain operations.
- c. Knowledge of procurement procedures and inventory systems.
- d. Fresh or experience (Added advantage for experience personal).
- e. Knowledge of ERP systems, custom clearance
- f. Custom Strong analytical and problem-solving skills.

2. Key Skills for Logistic and Procurement Assistant

- a. Supply chain planning
- b. Inventory management
- c. Vendor management
- d. Negotiation and communication
- e. Leadership and team management
- f. Data analysis and reporting

3. Reporting Line for Logistic and Procurement Assistant

The **Logistics Assistant and Procurement Assistant** reports to the **Supply Chain Division- (Head)**, under **Director-(BCSD)** and coordinate with PMD team for procurement and delivery of goods in time.


Head- (SCD)


Director- (BCSD)

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Terms of Reference (TOR)

Position: Marketing Assistant

Department: Sales and Marketing Division (SMD)

Duty Station: Gomtu, Phuentshopelri.

Employment Type: Regular/Contract (as applicable)

Reports To: Marketing Officer / Head, Sales & Marketing Division

1. Position Summary

The Marketing Assistant will support the Sales and Marketing Division in executing marketing activities, maintaining client relationships, coordinating sales operations, and ensuring effective communication with agents, stockiest, and customers. The role requires a proactive individual capable of handling both office-based and field responsibilities.

2. Qualification and Experience

- Minimum Class XII (Higher Secondary) pass.
- Preference will be given to candidates with relevant experience in marketing, sales, or customer service.
- Fresh candidates with strong communication skills and learning aptitude are encouraged to apply.
- Additional qualifications in Marketing, Business Administration, or related fields will be an advantage.

3. Key Skills and Competencies

- Proficiency in basic computer applications, including MS Word, Excel, and email communication.
- Basic content editing and documentation skills for preparing reports, notices, and marketing materials.
- Fundamental understanding of marketing principles and customer engagement.
- Strong communication and interpersonal skills with the ability to effectively interact with agents, stockiest, and customers.
- Good customer service orientation with problem-solving ability.
- Ability to work under pressure and meet deadlines.
- Willingness to learn, adapt, and take initiative.
- Knowledge of multiple languages (Dzongkha, English, Hindi/Nepali) will be considered an advantage.

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4. Roles and Responsibilities

- Assist in implementing marketing strategies and promotional campaigns.
- Coordinate with agents, stockiest, and customers for order processing and follow-ups.
- Provide customer support and respond to product inquiries in a timely manner.
- Support dispatch coordination and ensure accurate communication of delivery status.
- Prepare reports, correspondence, and maintain proper records and documentation.
- Assist in organizing workshops, site visits, and promotional events.
- Maintain updated databases of customers, agents, and sales records.
- Support the team in achieving sales targets and expanding market outreach.
- Ensure professional relationship management with all stakeholders.

5. Key Performance Indicators (KPIs)

- Timely response rate to customer and agent inquiries.
- Accuracy and timeliness of reports and documentation.
- Efficiency in order coordination and follow-ups.
- Customer satisfaction and feedback.
- Contribution to sales growth and market outreach activities.
- Participation and effectiveness in marketing campaigns and field activities.

6. Other Requirements

- High level of discipline, integrity, and professionalism.
- Willingness to travel for official assignments when required.
- Ability to work independently and as part of a team.
- Strong multitasking ability and adaptability.
- Compliance with company policies and confidentiality standards.

7. Remuneration and Benefits

- Salary and benefits will be as per the company's service rules and pay structure.
- Other allowances and benefits will be provided in accordance with organizational policies.


(Head SMLD)


Director – (BCSD)



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ToR for finance Officer

1	Cash Receipt and Payment
2	TA/DA payment of Employees
3	Commission calculation and payment
4	Verification and disbursement of Leave encashment, Salary Advance & LTC as and when receive in online system
5	Releasing of Terminal benefit for retired employee and refund of PF deposit by NPPF.
6	Bank Reconciliation statement
7	Monthly verification of GRVs of all the Raw materials and it's valuation, calculation coal rate as per ash content and penalty on TM, IM, Sulphur as per the Lab report.
8	Monthly verification/posting of all the Raw Materials transporter's GRV fixing the transporter rate as per the fuel revision rate from BOD twice a month. After verification with the BTFN and update with all Custom Dform reference to Bank for the RTGS payment.
9	Processing of payment for all the Raw Materials (coal, Gypsum, Flyash, Limestone, Clinker etc) including PP bags.
10	BTFN
11	RTGS Payment
12	GST application
13	Analyzing and tracking SPL (cement & AAC) in regular bases.
14	Interest calculation of Loan and Advance, Borrowing and release of their payment
15	Trial balance preparation, reading and analysing.
16	Calculation of CoP
17	Monthly financial statement reporting
18	Final Financial Statement
19	Financial Evaluation of Tender


Offtg. Head

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Terms of Reference (TOR)
Position: Executive Assistant III
Organization: Penden Cement Authority Limited
Qualification: Class XII

Key Responsibilities.

- **Recruitment & Selection:** Assist with job postings, scheduling interviews, conducting background checks, and updating recruitment trackers.
- **On boarding & Separation:** Conduct orientation programs for new recruits and handle exit formalities for departing staff.
- **Record Management:** Maintain employee files, service books, and employee's promotion.
- **Bio metric Attendance:** Administer staff leave, monitor daily attendance, and track monthly attendance reports from bio metric.
- **Post Service Benefits:** In processing for settlement of post service benefits.
- **HR Policies & Compliance:** Ensure staff compliance with internal regulations and labor laws.


Interim Head HRAD

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An Asstt.Engineer/Jr. Engineer/Supervisor is identified and appointed in every Section/function to oversee and supervise the day to day functions of the concerned section or functional area.

Likewise, a Jr. Engineer/Supervisor is internally appointed in Utility Section to look after the day to day activities of the section and he will function as per the ToR/Responsibilities mentioned below:

Terms of Reference for Utility Junior Engineer/Supervisor

- 1) Responsible to oversee all repair and maintenance including diagnostics, trouble shooting, root cause failure analysis of Utility equipments
- 2) Annual budgeting and submit to concerned Head
- 3) Timely raising of purchase requisition,
- 4) Spares inventory management for Stacker Reclaimer, Flyash, Compressors
- 5) Ensure timely execution of Utility related works
- 6) Plan for installation & commissioning of newly procured Compressors
- 7) HR capacity building and plan for succession planning
- 8) Ensure adequate manpower engagement in daily maintenance, breakdown and emergency works
- 9) Job allocation and site supervision of daily maintenance & emergency works
- 10) Carry out preventive maintenance of equipments as per schedule
- 11) Responsible for ISO documentation of Utility section
- 12) Ensure safety of man & machines
- 13) Office documentation
- 14) Any other responsibilities that may be assigned by the Head from time to time

Head-MD

Associate Director-PMD

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