



TERM OF REFERENCE

Position: Assistant Human Resource Manager, Corporate Head Office.

1) Overall Responsibilities:

An Assistant HR Manager is responsible for recruitment, employee relations, performance management, training, compensation, compliance, and overall workforce planning to support organizational goals

2) Specific Responsibilities:

The Assistant Human Resource Manager shall carry out the following responsibilities:

- a. Is responsible for recruiting and selecting the right candidates to fill vacant positions.
- b. Prepares job descriptions, publishes vacancy announcements, and conducts interviews and selection processes.
- c. To ensure proper onboarding and orientation for new employees to help them adapt to the organization.
- d. Maintaining accurate and up-to-date employee records and ensures confidentiality of personnel information.
- e. Processing payroll, manages compensation, and administers employee benefits such as provident fund, insurance, and allowances.
- f. To facilitate performance management by coordinating appraisals and supporting managers in setting goals and KPIs.
- g. Responsible for planning HR development, organizing training and development programs to enhance employee skills and competencies.
- h. To promote employee engagement and welfare by addressing grievances, conducting surveys, and organizing staff events.
- i. Enforcing company rules, policies, and code of conduct while handling disciplinary actions when required.
- j. Ensuring compliance with labor laws, regulations, and organizational policies.
- k. Developing succession planning strategies to identify and nurture high-potential employees for future leadership roles.
- l. Responsible for drafting, updating, and implementing HR policies across the organization.
- m. Manages employee exit processes, including resignations, retirements, and terminations, while conducting exit interviews and final settlements.
- n. To act as the Secretary for the Board HR Committee meeting.



- o. Any other tasks assigned by the management

3) Education & Experience Criteria:

At least Bachelor's degree in BBA (HRM) with an aggregate score of 60% and a minimum score of 55% in Class X and XII in best four subjects including English and Dzongkha. Preference shall be given to candidate with experience and good track record.

4) Personal Specifications, Attributes & competencies:

- a. Good domain knowledge, skills and experience;
- b. Strong analytical skills, good aptitude for learning and keeping updated;
- c. Capable of working in computerized environment;
- d. Capable of working in a team;
- e. Good written and communication skills; and
- f. High integrity/ ethics and the ability to meet deadlines

5) Other requirements:

- a. BDFL application form indicating clearly the post applied for
- b. Curriculum Vitae (CV) clearly indicating requirements referred to above
- c. Copies of:
 - i. Class X, XII and Degree certificates and transcripts (marksheets)
 - ii. Valid Security Clearance Certificate (online)
 - iii. Citizenship Identity Card (CID)
 - iv. Valid Medical Fitness Certificate
 - v. No Objection Certificate from the parent organization, if employed
 - vi. Any other relevant documents

6) Employment type: Regular

7) Salary and other benefits:

- a. BDFL Grade – 9
- b. Pay scale - Nu. 18,955-475-28,445
- c. Monthly Lumpsum Pay (MLP) – Nu. 11,400
- d. House Rent Allowance (HRA) - 20% of the basic pay
- e. Performance Based Variable Incentives (PBVI)
- f. Other benefits and allowances as per BDFL Service Rule.