**TOR for Admin & HR Coordinator and Asst. HR/Adm. Officer**

**1. HR management**

-Updating Contract agreement of contract employees

- Follow up on PE of staff

- Promotion update

- Increment update

- Update on LTC

- Update on PPF

- Leave update

- Monitoring daily staff attendance

- Updating service book for staff

- Follow up on HR Requirement with different Units

- Announcement, selection and recruitment of Human resource

**1. Administration**

- management of day to day functioning of the organization

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**2. Procurement**

- Sending out annual and spot quotation

- Sending supply order for respective procurement of the items.

- Cross checking of bills and submission to the finance.

- systematic mechanism of handing and taking developed.

**3. Store**

- Update day to day stock registration

-systematic mechanism of handing and taking developed.

**4. Real Estate**

- Update rental agreement as per the Tenancy Act of Bhutan and the directives of Board.

-Follow upon any renovation

-Ensure cleanliness, beautification and sanitation within the campus

- Update on annual Land leased payment with Estate In-Charge

- Oversee hiring of Hall/Sound system/Chairs/Rooms

**5. Vehicle Movement**

 - Monitor vehicle movement

 - Coordinate vehicle requirement

 -Monitor vehicle maintenance

 -**Update vehicle:**

 - vehicle history Book

 - Fuel Book

 - Blue Book

 - Insurance

**Note:**

* **Carry out any other related duties as assigned by the Management**