Terms of Reference for Sr. HR/Adm. Coordinator, Human Resources and Administration Division (HRAD)

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| **Position Title** | : HR/Adm. Officer |
| **Grade** | : V-2 |
| **Reporting** | : Sr. HR/Adm. Coordinator |
| **Qualification and Experience** | : Minimum Bachelor's Degree in relevant fields. : Should have minimum of 5 years of active work experience: Preference will be given to candidates with at least 3 years of professional work experience in leading any organizations, including experience in HR and administrative functions. |
| **Knowledge, Skills and Abilities** | : Good knowledge of human resource management and employment practice in Bhutan. : Should be acquainted with the latest concepts of Strategic Human Resource Management (manpower planning, costing of human capital, training and development, performance management systems, thorough understanding of the relevant Labour Acts and regulations).: Should have good administrative and liaising skills. |

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| **Duties, Responsibilities and Accountability** | 1. Formulate strategy and supporting policies to ensure that the staffing needs of YDF are met in a cost-effective manner, especially ensuring succession planning.
2. Responsible to develop and implement a dynamic Performance Management System.
3. Implement Organization Development seamlessly by driving and managing change activities including re-skilling and retraining of employees.
4. Responsible for preparing a staffing plan (in liaison with other Sr. Management), which forecasts the future needs of YDF in terms of number, qualification, skill and deployment of staff. Implement changes required by the plan.
5. Develop and maintain a set of service manual and supporting procedures which reward and motivate staff, ensuring that YDF is regarded as good employer, where talented and committed people want to work. Ensure that policy and practice encourage the flexibility and mobility of staff, facilitating cooperative working relationship between Divisions/ Units.
6. Train and develop staff, building the capacity of YDF, ensuring that the company develops sufficient supply of well-qualified, trained staff to meet its current and future business needs.
7. Ensure accurate staff records are maintained, producing reports, reviews and management information on current and future staffing as required.
8. Responsible for communicating policy changes and information about YDF, making sure staffs are kept well informed about developments/issues, which affect their work.
9. Keep up-to-date with developments affecting human resource management within Bhutan and outside, particularly business entities, which might affect YDF and its operation.
10. Provide guidance and support to other Division/ Unit Heads when they are involved in dealing with difficult staffing problems.
11. Develop policies, practices and procedures for administrative matters, ensuring that they are effectively and efficiently applied.
12. Conduct process mapping of all HR functions and develop standard operating procedures (SoP) and delegation of powers (DoP) to be assigned to the positions;
13. Perform such other assignments, as required by the Management.
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