

Human Resource Officer

Job Title: Human Resource Officer

Reports to: Chief Administrative Officer, Dorjilung Hydro-electric Power Project (DHPP) **Function:** Assist the CAO in carrying out recruitment, transfer, deputation, promotion, Salary increment, payroll administration, leaves, maintenance of service records, updating of performance records of employees, monitoring EAS, and all other HR and personnel services.

Location: Dorjilung Hydro-electric Power Project (DHPP), Mongar

Responsibilities and Accountabilities: The Human Resource Officer(HRO) will be responsible for carrying out recruitment, transfer, deputation, promotion, salary increment, payroll administration, leaves, maintenance of service records, updating of performance records of employees, monitoring EAS, and all other HR and personnel services and not limited to the following HR related works:

1. Conducts timely promotion of employees and other rewards schemes.
2. Formulates Job Analysis, Job Designs, Manpower and Succession planning (both short and Long-Term) based on needs of DHPP's business.
3. Responsible for staff transfers, Contract and deputation based on the business requirements of DHPP.
4. Ensures updating of personal information and works closely in ERP implementation and make timely reports to the concerned authorities.
5. Deal with disciplinary, leave management and payroll administration.
6. Compile EAS rating and computation of annual increments awarding increments on time.
7. Conduct HR Coordination Meeting quarterly or monthly as required and follow-up on the actions.
8. Conducting training as and when required to the business need of DHPP.
9. Ensures timely Recruitment and Selection Process in close coordination with Heads of Divisions and Units of DHPP.
10. Responsible for handling Staff Recognition Scheme if any.
11. Asset Declaration of all the employees of DHPP.
12. Work out on the long-term, short term and in-country trainings in close coordination with the Heads of Divisions and Units of DHPP
13. Process annual Leave Travel Concession (LTC).
14. Proper Processing of resignation cases as and when such cases arise (give timely terminal benefits).
15. Process Off-cycles and Pay Roll (SAP).
16. Be conversant with other policies and the Service Manual of DHPP Service Manual and interpret unbiasedly.
17. Should have broad understanding of DHP and its business including current as well as future DHPP business and ensure in the successful completion of the project
18. Assist in Chadi and other related works during the visit of VVIPs and other guests to DHPP.

Education Qualification:

- Should have a minimum of Bachelor's Degree in BBA/BBM or any equivalent degree with people management skills and Administrative skills.

Experience

- A minimum work experience of 3 year in the HR field.

Knowledge, Skill and Abilities:

- The incumbent must have people management skills and Administrative skills.
- Should have knowledge and functioning of the ERP system and Payroll management.