

## Human Resource Officer

<b>Job title</b>	Human Resource Officer
<b>Position Level</b>	Managerial
<b>Reports to</b>	Head of Division or Unit HRA
<b>Function</b>	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, coordinating in revising HR manual, training and development and all other personnel services.
<b>Location</b>	Corporate Office/Plants, DGPC

### Purpose of job

- Responsible to assist General Manager along with the Section and Unit, HRA in achieving the Division goals as agreed upon by the beginning of the year.
- Shall take initiative to ensure that HRM and HRD are executed without having to be supervised and asked and advise the General Manager HRA on various policies, rules and guidelines of the organization and other relevant organizations.

### Duties, Responsibilities and Accountabilities (DRA)

1. Carry out timely recruitment and selection of staff based on the requirement in close coordination with Department Heads/Plants/Head Recruitment and Selection Division.
2. Update TOR annually to maintain an updated TOR of the various job positions.
3. Conduct orientation program and onboarding process for new recruits.
4. Conducts timely promotion of employees and other rewards schemes.
5. Manage payroll administration and timely payment of benefits.
6. Responsible for timely process and updating of staff transfers, deputation
7. Monitor and evaluate the training and development programs to ensure return on investment on training.
8. Liaise with Head of Plants/division/Unit to understand HR interventions required
9. Handle employee grievances, complaints and disputes of employees
10. Facilitate and completion of Asset Declaration of the employees of DGPC.
11. Ensure timely conduct of employee appraisal system
12. Proper Processing of resignation cases as and when such cases arise (give timely terminal benefits).
13. Timely processing of Off-cycles (Post terminal Benefits, Leave Encashment, Leave Travel Concession)
14. Timely submission of reports to the concerned authorities.
15. Assist in disseminating HR policy changes and procedures to employees.
16. Ensures updating of personal information in SAP.
17. Monitor and timely maintain of staff records (leave, transfers, promotions, EAS records)
18. Any other tasks assigned, time to time by the competent authority.

<b>Functional Dimensions Contextual Information</b>	
<b>Staff</b>	Staff who has direct link and association shall report to him or her
<b>Internal/External Roles</b>	<p><b>Internal:</b> The official shall be responsible to maintain excellent relations amongst the employees in the organization. He shall be the peace keeper and reach the organizational values, vision, mission and objectives to the grassroots ensuring every individual employee understands them.</p> <p><b>External:</b> Shall maintain very good relations and keep in touch with other concerned agencies to keep abreast of their policies and guidelines for the benchmarking purposes.</p>
<b>Qualification</b>	Minimum Bachelor's Degree in Administration/Management/Commerce
<b>Knowledge, Skills, Abilities and Experience</b>	<p><b>Knowledge:</b></p> <ul style="list-style-type: none"> <li>• Sound knowledge in international HRM and HRD practice.</li> <li>• Sound knowledge and understanding of relevant organizational policies and procedures.</li> <li>• Should have broad understanding of Druk Green and its business including current as well as future Druk Green business.</li> </ul> <p><b>Skills:</b></p> <ul style="list-style-type: none"> <li>• Should have excellent interpersonal skills.</li> <li>• Should have positive attitude with great human touch.</li> <li>• Should have good public relations.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• 5 years of experience in HRMS &amp; HRD</li> </ul>

<b>Key Performance Measures</b>
<ol style="list-style-type: none"> <li>1. Compliance with DGPC HR Manual and other government rules and regulations.</li> <li>2. According to EAS targets.</li> </ol>