

ToR of Human Resource Officer, Human Resources and Administration Section (HRAS), CSD

Office	Human Resources and Administration Section
Function	Manage staff to achieve highest standards of efficiency and effectiveness. Manage recruitment, promotion and development of staff.
Reporting	Head/Sr. Manager, HRAS
Qualification	Minimum of Bachelor's degree in relevant fields (Business Studies with specialization in HR) with prior experience preferably.
Knowledge, Skills & Abilities	HR/Personnel development & management including talent management and succession planning; Planning and organizing; Coordination and event management; People and office management; Information & record management; Fleet management; Disaster management; Presentation; Business acumen; Leadership; Integrity & ethics; and Client centric.
Location	HO, Thimphu
Responsibilities	<ul style="list-style-type: none"> • Plan, assess and evaluate manpower requirement in relation to both present and future needs; • Prepare and implement the HR plans and programs; • Manage all HR-related matters, viz. recruitment, training, performance, rewards, promotion, separation, welfare, disciplinary actions etc.; • Prepare salary and wage payment, employee benefit, etc. to employee as per policy of the Company; • Provide effective and efficient administrative and logistic support services, which includes but is not limited to events/programs management, resource mobilization and developing risk management plans; • Manage matters affecting staff development needs, career progression, succession plan, skills up-gradation, use of position classification and job descriptions; • Determine the training needs of employee and develop programs for in-service trainings, employee onboarding & off-boarding, job-orientation and field-attachment and development human resources development plans (Long & short terms training plans);; • Organize, coordinate and conduct trainings for the employees; • Manage & monitor the performance of the employees in accordance with the performance management system (PMS) of the company; • Prepare status report on annual performance evaluation results, update in system and maintain performance record of the employee. <p><i>* Any other tasks assigned by the Head, HRAS/GM/Management.</i></p>