

## **TERMS OF REFERENCE- Manager, HR and Admin**

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**Position:** Manager, HR and Admin

**Grade:** 06

**Employment Type:** Regular

**Duty Station:** Board Factory, Darla

### **1. Job Description**

The Manager, HR and Admin is under the direct supervision of General Manager (A&E) and will be responsible for all HR, Administration and Real Estate aspects of the company.

### **Specific Responsibilities**

#### **I. Administration.**

- a. Preparation of Administrative and Estate Budget & submission within time frame.
- b. Monitor and supervise the administrative affair of Board Factory, Darla.
- c. Implementation of policies and service rule whenever necessary.
- d. To look after the guest of the company and related issues like up keep of Guest House and arrangement of fooding, lodging etc. whenever necessary.
- e. To carry out Chadi/arrangement and organize celebrations of important functions / VIP visit etc.
- f. Co-ordinate an annual performance appraisal.
- g. Check attendance and maintain all kinds of leave records of all Factory employees/Forestry employees as per applications and sanctioned in the system.
- h. To co-ordinate & conduct the auction of scraps from Factory, RTAF & HO annually.
- i. To maintain clean premises of factory and colony including beautification by planting flowers.
- j. To execute the maintenance and repair of weigh bridge, weighing scale and office equipment and time recording machine in Time office whenever necessary.
- k. To monitor the incoming and outgoing materials at weigh bridge.
- l. Monitoring & indenting of stationeries.
- m. To co-ordinate and execute the Industrial visits to Factory by school, VTI, College, Dzongkhag Farmers.
- n. To co-ordinate and entertain the official visit from Government Agencies like Home, Trade, NEC, Ministry of Labour, Customs, Dzongkhag official, Forestry Dept. etc.
- o. Preparation & submission of any administrative information/documents required by Head Office HR Section.
- p. Settlement of disputes if any within the employees of Tala Factory.
- q. To co-ordinate the selection and recruitment process of Tala.
- r. To arrange health team to check and updating of employees' health records annually.
- s. Monitor the proper function of Time Office & weigh bridge.
- t. To attend and deal with any Govt. agencies if any issue related to company to be solved.
- u. Any other administrative assignment by the management from time to time.

#### **II. Transport Section: -**

- a. Prepare and submission of Transport Budget annually.
- b. To manage company's pool vehicles including running maintenance & ensure smooth functioning & deployment of vehicle/driver as and when require as per the requisition.

- c. Issue of movement orders (as per requisition)
- d. Signing of requisition issue note / bills / cash memo / GRN etc. related to pool vehicles of Tala.
- e. To maintain monthly records of POL consumption and other repair & maintenance of pool vehicles of Tala.
- f. To raise indent for spare parts required for pool vehicles.
- g. To process and send the pool vehicles to HO if require for major repair & maintenance.
- h. Timely renewal of pool vehicles documents.
- i. Monitoring of pool vehicles deployment on emergency round the clock.
- j. Any other matter related to transport assigned by the management.

### **III. Estate Maintenance.**

- a. Preparation of budget for Estate works at Tala and submission.
- b. Implementation of approved civil works and unforeseen civil works as and wherever necessary.
- c. Deployment and monitoring of Mason/Pool gang team wherever necessary on daily basis.
- d. Carrying out repair & modification on building wherever necessary.
- e. Plan & construction of foundations for any additional equipment or machineries to be erected in the Factory.
- f. Allotment of company's quarter in presence of committee as and when there is vacated quarter and update house rent deduction in the system.
- g. Monitor and execute the repairing/ maintenance/ modification of septic tanks where ever necessary & cleaning of septic tank etc. based on necessity.
- h. Monitor and execute the cleaning of drains and Glue settling tanks and proper disposal of hazardous waste.
- i. Joint inspection of water sources / Reservoir tanks/ Pipe lines and carry out if any maintenance and cleaning required.
- j. During natural calamity, necessary remedial action to be taken.
- k. Any other assignment related to Estate from the management.

### **IV. Security Department.**

- a. To monitor the proper security functions in order to safeguard the Factory from miscreants and intruders at all time.
- b. Alert the management and the government security agencies in case of any security threats.
- c. To attend security co-ordination meeting as and when unusual security threats occur specially on Govt./Dzongkhag directives.
- d. To arrange and deployed extra security force as and when necessary, in addition to the existing security force as per the resolution of security coordination meeting till the withdrawal notice is given by concerned authority.
- e. Monitor the proper upkeep of weapon issued to security.
- f. Be a Custodian of Arms license and cartridges. (Both used and unused cartridges)
- g. Enforcement of extra security rules depending on the nature of security threats and on government directives.
- h. Any other assignment related to security.

### **V. Social Affairs.**

- a. To co-ordinate works with Lam at Lhaxhang.

- b. Preparation of drawing and implementation of additional structures/ re –painting works / other development require in Lhakhang based on availability of Lhakhang fund.
- c. To co-ordinate & conducting any religious ceremony assigned by the management from time to time.
- d. Co-ordinate with Lam to conduct Yarngo & Marngo Tsechu and Labsang Thruesol to Factory as per the approved budget.
- e. To co-ordinate in conducting 5 important religious events in a year with additional fund support from the company.
- f. To participate in organizing cleaning campaign at BBPL adopted highway and Zero waste hour on every 2<sup>nd</sup> day of the month and to submit report to focal person at HO.
- g. Any other assignment related to social affairs by the management.

## **2. Minimum Requirement**

### **a) Education and Experience**

- i. Bachelor’s Degree in Business Administration or equivalent. Preference will be given to master’s qualification.
- ii. At least five years of working experience in a private, corporate and government organization in the field of HR and Administration.
- iii. Candidates with prior experience of performance management systems would have added advantage.

### **b) Skills, Attributes and Competencies**

- i. Excellent verbal and written communication skills.
- ii. Analytical skills including data management and reporting.
- iii. Ability to lead and work in a team.
- iv. Ability to professionally communicate and educate internal and external stakeholders.
- v. Willingness to unlearn and learn.
- vi. Ability to work under pressure and deliver results in time.
- vii. Computer literate with the ability to operate MS Office at intermediate level.
- viii. Understanding of Driglam Namzha, traditions and culture at intermediate level.
- ix. Ability to think on the feet and solve problems.

## **3. Other requirements**

- a. BBPL application form indicating clearly the post applied for
- b. Curriculum Vitae (CV) clearly indicating requirements referred to above
- c. 2 referrals/recommendation letters from non-family related referees
- d. Academic transcripts (Class XII, Degree and Masters, if applicable)
- e. Experience certificate
- f. Security Clearance Certificate (online)
- g. Medical Fitness Certificate
- h. Citizenship Identity Card (CID), and
- i. No Objection Certificate from the previous employer, if selected only.

**4. Salary & Other benefits**

- a. Basic Salary: Nu.27,795.00
- b. Pay Scale: 27,795-690-50,565
- c. Fixed Allowance: 20%
- d. Corporate Allowance: 10%
- e. Other benefits as per BBPL Internal Service Rules of the company.