

Terms of Reference for the Assistant Human Resource Manager

1. Overview

Employer	:	Thimphu TechPark Ltd (TTPL)
Position	:	Assistant HR Manager,
Grade	:	S1
No. of vacancies	:	1
Employment type	:	Regular

2. Roles and Responsibilities

a. Recruitment & Hiring

- Write up Vacancy advertisement, compile ToR, etc. and posting on media (Print, Social media, etc.), website in reaching out to potential job seekers and attend to all enquiries for all vacancy ads.
- Compile & summarize applications received for shortlisting. Coordinate interviews and selection process, reference calls, communication of results and all related matters.
- Job offers, appointments and coordinate logistics & answer enquires for new recruits (office spaces, stationeries, info on transportation, housing, permits, etc.) under supervision of the HRO.
- Carry out joining procedure for all staff positions and assist joining procedure: update employee personnel records, facilitate Bank a/c, TPN, PF, Employee ID cards, email ID, introductions & lunch, intro email, update in the HR information system / database, profile on website, etc.
- Assist the HR Head, in arranging induction program for new recruits.

b. Payroll

- Timely preparation of monthly payroll for the employees.

c. Attendance & Leave Records

- Tracking daily attendance and periodic reporting of attendance records in accordance to organizational rules and regulations.
- Tracking employee leave records: leave accruals, leave forms, compilation, monthly attendance & leave reporting for payroll, processing leave approvals for other categories of leave, ensure compliance with Leave rules & regulations, etc. under guidance of HRO as relevant.
- Annual Leave: calculation of leave balances, liaising with various offices, staggering, compilation, carry forward of balances, withdrawal of leave, reporting, etc.

d. Administration and HR Routine affairs

- Tracking probation & following up on timely assessments, regularizations, etc.
- Student employees: appointments, regularization, terms and conditions of service, etc.
- Assist processing of benefits on joining, on conclusion of probation, contract completion, renewals, etc. in accordance with terms and conditions of service/contracts
- Processing/assist in processing annual increments, promotions, contract renewals, sanctions, filling up forms, etc. as per respective cycle & duration.
- Update personnel information along with relevant documents in the HR Information Management System / database, etc.

e. Separation Procedure & others

- Intimate the next steps of separation procedure upon acceptance of resignation and coordinate accordingly: clearance forms, exit interviews, deactivation of emails, relieving orders, closing of bank accounts, etc.
- Processing repatriation benefits & entitlements, full and final settlement, coordination of parting logistics: farewells, handing over of apartments, surrendering of work permits, etc.
- Assist supervisors in preparing orders/memos, requisitioning, PMS forms, TA/DA claims, etc.

Any other tasks as and when assigned by the management.

3. Qualification Criteria

- Bachelor's degree in human resource management, business (major in HRM) or related field.

4. Shortlisting for written Interview:

Shortlisting for written examination shall be done based on:

- Academic – 70 % (Class 12 and bachelor's degree)
- Experience – 30%

5. Skills required:

- Good written and spoken communication skills
- Excellent organisational and time management skills.
- Accuracy and attention to detail.
- Flexible and adaptable approach to work
- Good analytical and numeracy skills
- Open, proactive, and willingness to learn and adapt to changing environment
- High Integrity/ethics

6. Salary & Others Benefits

Grade:	S1
Basic Pay:	Nu. 27,300/-
Corporate allowance:	20% of the basic pay
Communication allowance:	Nu. 1,000/
PBVA:	Maximum of 15%
Employer's PF Contribution:	15% of basic pay

Other benefits shall be as per the Company Service Rules and Regulations.

7. Mandatory documents (required to submit along with application)

1. TTPL Employment Form (available at www.thimphutechpark.bt)
2. Curriculum vitae (CV)
3. Bachelor's Degree certificate and transcripts (for entire course).
4. Class XII-mark sheet
5. A valid Citizenship Identity Card.
6. A valid security clearance.
7. Valid medical fitness certificate
8. No objection certificate from the employer, if employed within the Companies located at TTPL.

Non-submission of any of the above documents or partial submission shall lead to rejection of application.

Additionally, the following documents shall be produced by the candidate selected, prior to his/her appointment:

- a. **No objection certificate letter from the employer, if currently employed**

Note: The candidates need not submit the copies of Extra Curricular Activity Certificates.