



ཀྲུལ་ཡོངས་དགོངས་ལཱ་ལྷན་པོ་སྲོལ་གྲུབ་འཛུགས་པ་དང་འཕྲོ་རྟོག་མ་དངུལ་།།

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### Terms of Reference

Position	Slot	Qualification	Work experience	Grade	Basic Salary
Human Resource Officer	1	Bachelor's degree in Human Resource	Nil	8	Nu. 20,230/-
		Bachelor's degree	2 years of work experience in handling employee performance systems.	7 or 6 (based on work experience.)	Grade 7 – 21,990/- (Min) to 32,990/- (Max). Grade 6 – 26,850/- (Min) to 40,250/- (Max).

All employees are eligible for the following allowances on the basic salary:

- a. 20% House Rent Allowance;
- b. Maximum 2 months basic salary based on performance;
- c. Maximum monthly 50% performance based variable incentive; and
- d. Staff incentive housing loan; vehicle loan; and education loan at 5% interest rate.

<b>Employment:</b>	Regular
<b>Reporting Authority:</b>	Chief HRD
<b>Reviewing Authority:</b>	Operations Director
<b>Unit:</b>	Human Resource
<b>Division:</b>	Human Resource Division
<b>Department:</b>	Operations Department
<b>Posting location:</b>	Head Office, Thimphu.
<b>Job responsibilities:</b>	Performance Planning 1. Call performance plan submission; 2. Ensure timely and correction submission of performance plans; 3. Assess performance plans are SMART; 4. Proper alignment of shared plans and weightages in line with overall targets; 5. Ensure equality and equity in performance planning while also ensuring that employees are given challenging targets; 6. Coordinate among divisions and departments for shared



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	<p>targets;</p> <p>Performance Monitoring</p> <ol style="list-style-type: none"> <li>7. Ensure monitoring of performance and timelines;</li> <li>8. Make employees understand the PMS system on a regular interval;</li> </ol> <p>Performance Evaluation</p> <ol style="list-style-type: none"> <li>9. Call for performance evaluations;</li> <li>10. Collect of performance evaluations;</li> <li>11. Ensure performance evaluations are properly and fairly carried out with proper justifications and supporting documents;</li> <li>12. Present the PMS evaluations to the HRC;</li> <li>13. Carry out normalization process of PMS ratings and approval of HRC;</li> <li>14. Carry out the feedback system for employees;</li> <li>15. Carry out employee counseling due to performance issues;</li> <li>16. Revise and update of the PMS system in a timely manner; and</li> </ol> <p>Rewards and Recognitions</p> <ol style="list-style-type: none"> <li>17. Ensure performance rewards and recognitions and properly designed and implemented;</li> <li>18. Ensure employees are motivated;</li> <li>19. Carry out developmental activities as per the performance plan;</li> <li>20. Assist other HR and Administration functions during work overload and HR shortage.</li> <li>21. Any other tasks as assigned by the reporting authority.</li> </ol>
<p><b>Competencies</b></p>	<p>Knowledge: Performance Management System and Rewards and Recognitions, Performance counseling.</p> <p>Skills: Employee management; negotiations; Very good written and verbal communication skills; Proactive; and Able to work independently.</p>