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NATIONAL PENSION & PROVIDENT FUND
THIMPHU: BHUTAN



Terms of Reference

| Position | Slot | Qualification | Minimum no. of work experience | Grade | Basic Salary |
|----------------------|------|----------------------------------|--------------------------------|-------|--------------|
| Program Assistant IV | 2 | Class 12 pass (on or after 2018) | Nil | 12 | 14,450/- |

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

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

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| Employment: | Regular |
| Reporting Authority: | Chief, PPF |
| Reviewing Authority: | Operations Director |
| Unit: | PPFD |
| Division: | PPFD |
| Department: | Operations Department |
| Posting location: | Head Office, Thimphu |
| Job responsibilities: | <ul style="list-style-type: none">Perform monthly contribution postings;Refund excess payments;Allot and issue new NPPFP Account numbers to the new members;Ensure posting of monthly contribution of civil members on time;Record late deposit of invoices for contribution and collect penalty for late deposits;Identify and Refund of Excess Contribution received;Ensure 100% of Products and services meeting SDS standards (based the quarterly report submitted by posting personnel);Submit quarterly report on Posting, penalty and excess to Operations Officer (Based on Report Format);Ensure reconciliation of monthly contribution with FAD / ICT;Work beyond individual ToR and perform other duties as when arises and when assigned by division; andPrevent accrual deposit for the current Financial year (Last month contribution of the Year) within June (Arrears and adjustment are excluded). |