



ཀྲུལ་ཡོངས་དགོངས་ལཱ་ལུ་ལུ་ལོགས་དང་འཇོ་རྟེན་མ་དངུལ།

NATIONAL PENSION AND PROVIDENT FUND

Securing Future Together

**Term of Reference
Program Officer, PPF**

Position	Slot	Qualification	Work Experience	Grade	Basic Pay
Program Officer, PPF	1	Bachelor of Commerce	Nil.	8	Nu. 20,230/-
<p>Allowances:</p> <ul style="list-style-type: none"> a. 20% House Rent Allowance. b. Maximum two months basic salary as ex-gratia based on organizational performance. c. Maximum 50% of total basic pay per annum as Performance Based Variable Incentive based on individual performance. d. Concessional staff loans. <p>Other working allowances as per the NPPF SRR.</p>					
Employment:	Regular				
Reporting Authority:	Chief, PPF				
Reviewing Authority:	Director, Operations				
Division:	Pension and Provident Fund Division				
Department:	Operations				
Posting Location:	Head Office, Thimphu				
Primary Responsibilities:	<ul style="list-style-type: none"> • Providing information on Pension and PF benefits. • Verification of claim documents. • Processing Pension and PF lumpsum benefits. • Monitoring the delivery of benefits. • Carrying out reconciliation on Pension and PF refund with Finance and Accounts Division • Review and suggest improvements in claim processing system. • Proper archiving and filing of refund documents in the Document Management System and in store. • Any ad hoc activities provided by the supervisor. 				