



ཀྲུལ་ཡོངས་དགོངས་ཁྲིའི་ལྷན་པོ་གསུམ་དང་འཛོལ་རྩིས་མ་དངུལ།

NATIONAL PENSION AND PROVIDENT FUND

Securing Future Together

Terms of Reference
Program Associate IV, HRAD (ICU)

Position	Slots	Qualification	Work experience	Grade	Basic Salary
Program Associate IV, HRAD (ICU) TOR enclosed	1	Class 12 Passed on or after 2020 (with minimum of 55% in Math)	NIL	12	Nu.14,450/-

Allowances:

- 20% of House Allowance;
- Maximum 2 months basic salary as ex-gratia based on performance;
- Maximum of 50% of the total basic pay per annum on PBVI; and
- Staff incentive housing loan; vehicle loan; and education loan at 5% interest rate.

Employment:	Regular
Reporting Authority:	Head, ICU
Reviewing Authority:	Chief, HRAD
Division:	HRAD
Department:	Operations
Posting Location:	Head Office, Thimphu.
General responsibilities:	<ol style="list-style-type: none">Attend to customers;Proper direction of incoming and outgoing call.Provide information about products and services provided.Assist clients by providing directions regarding different business functions.Assist in carrying out official activities.Maintain records of the client attendant.Any other responsibilities assigned by supervisor.