



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

NATIONAL PENSION AND PROVIDENT FUND

Securing Future Together

**Terms of Reference
Receptionist, HRAD.**

Position	Slots	Qualification	Work experience	Grade	Basic Salary
Receptionist, HRAD	1	Class 12 Pass (with minimum of 55% in Math)	NIL	12	Nu.14,450/-
Allowances: a. 20% House Allowance; b. Maximum 2 months basic salary as ex-gratia based on performance; c. Maximum of 50% of the total basic pay per annum on PBVI; and d. Staff incentive housing loan; vehicle loan; and education loan at 5% interest rate.					

Employment:	Regular
Reporting Authority:	Head, Administration Unit
Reviewing Authority:	Chief, HRAD
Division:	HRAD
Department:	Operations
Posting Location:	Head Office, Thimphu.
General responsibilities:	<ol style="list-style-type: none">1. Attend to customers;2. Provide information about products and services provided;3. Drafting of official correspondences;4. Assist in carrying out official activities;5. Independently carry out official assignments;6. Ensure timely and proper creation, updation and storing of records;7. Processing transactions in official system; and8. Any other responsibilities assigned by supervisor.