



ཀྲུལ་ཡོངས་དགོངས་ཁུངས་ལྷན་རྒྱུས་ལོགས་དང་འཛོལ་རྟེན་མ་དངུལ།།

NATIONAL PENSION AND PROVIDENT FUND

Securing Future Together

**Terms of Reference,  
Program Associate I, Payroll, HRAD Or Associate II, Payroll, HRAD**

Position	Slot	Qualification	Work experience	Grade	Basic Salary
Program Associate I, Payroll, HRAD	1	Class XII pass plus two years diploma in Financial Management.	Minimum 4 Years of relevant work experience	9	Nu.18,955/-
Program Associate II, Payroll, HRAD			Nil	10	Nu.17,605/-

**Allowances:**

- 20% House rent allowance;
- Maximum 2 months basic salary as ex-gratia based on performance;
- Maximum of 50% of the total basic pay per annum as PBVI based on performance; and
- Staff incentive loans at discounted interest rates.

<b>Employment:</b>	Regular
<b>Reporting Authority:</b>	Head Administration
<b>Reviewing Authority:</b>	Chief HRAD
<b>Division:</b>	Human Resource and Administration Division
<b>Department:</b>	Operations Department
<b>Posting Location:</b>	Head Office, Thimphu
<b>Job responsibilities:</b>	<ol style="list-style-type: none"><li>Processing of employee pay and benefits as follows;<ul style="list-style-type: none"><li>Monthly Payroll processing.</li><li>Increment processing</li><li>Separation benefit processing</li><li>Medical Benefits</li><li>Others</li></ul></li><li>Pay fixation.</li><li>Attendance and leave reconciliation.</li><li>Processing Promotions.</li><li>Employee Contract Renewal processing</li><li>Drafting orders, circulars, notes, reports, and official correspondences.</li><li>Any other responsibilities assigned by supervisor.</li></ol>