

Terms of Reference (ToR) for Assistant Human Resource Officer

Under the direct supervision of the Manager – HR, the Assistant HR Officers in Drukair Corporation Limited shall perform the followings roles and responsibilities.

1. Maintain up to date information on MPRM.

- a. Update appointment for regular/contract employee.
- b. Update of transfer of employee.
- c. Update of promotion of employee.
- d. Update of resignation of employee.
- e. Update of re-designation of employee.
- f. Update of trainings of employee.
- g. Update of continuing education of employee.
- h. Update of study leave, maternity leave, leave without pay and EOL of employee.
- i. Update of Performance Ratings of employee.

2. Recruitment

- a. Advertise vacancy in media and upload in website.
- b. Receive applications.
- c. Compile and announce in media for written test.
- d. Shortlist of applications and check documents.
- e. Selection Interview.
- f. Draft appointment Order.
- g. Open and maintain personnel file.
- h. Conduct orientation program for the new recruits.

3. Promotion

- a. Compile and prepare summary sheet for promotion and forward to the respective heads for nominations.
- b. Receive and verify/scrutinise promotion nominations.
- c. Submit to Management Committee for approval.
- d. Draft letter for promotion order/letter of regret for promotion proposals not endorsed by the Management Committee.
- e. Draft sanction order for update in pay roll.
- f. Update promotion details in the MPRM and personnel file.

4. Transfer

- a. Prepare and submit list if employees eligible for outstation transfer as per Drukair Service Manual.
- b. Draft transfer/relieving/joining order.
- c. Update in MPRM and personnel file.

5. Separation

- a. Receive application and verify service obligations (voluntary resignation)
- b. Submit list of employees due for superannuation.
- c. Draft separation/sanction/relieving order and other correspondences.
- d. Calculate retirement benefit.
- e. Update in MPRM and personnel file.

6. Leave

- a. Receive leave application and verify.
- b. Draft sanction order for leave, encashment and LTC.
- c. Draft joining order after completion of leave.
- d. Maintain proper record of employee attendant and leaves.
- e. Update in MPRM and personnel file.

7. Annual Increment/Allowances

- a. Draft Sanction Order.
- b. Update in personnel file.
- c. Process increment for employees who reaches salary ceiling.

8. Provide Human Resource Development Services.

- a. Receive and verify document for training/studies.
- b. Compile and verify with the budget.
- c. Verify eligibility criteria as per the checklist.
- d. Draft correspondences and office orders.
- e. Update in MPRM and personnel file.

9. Employee Welfare.

- a. Issue office order on one month preparatory time to superannuating employees at least one month in advance.
- b. Inform all superannuating employees to complete the post retirement documentation formalities at the earliest to facilitate timely payment of admissibility (ies).
- c. Ensure all required documents in the checklist are obtained prior to processing of separation.
- d. Facilitate and process retirement benefits on time, online or offline as per convenience.
- e. Collaborate with agencies concerned for efficient delivery of pension, provident fund, group insurance scheme and other benefits.
- f. Follow up with Accounts on the delivery of cheque/deposit of retirement benefits to the retirees account.
- g. Inform Administration to coordinate farewell dinner for the superannuated employee.

10. Serve as Custodian of Official Documents.

- a. Develop systematic and proper documentation of official documents.
- b. Ensure secrecy of confidential documents.
- c. Provide all necessary documents during conduct of HR Auditing.

11. Performance Management System.

- a. Update PMS Manual as and when required in line with DHI guidelines.
- b. Receive Compact for the current year and Performance Appraisal Form for the previous year.
- c. Update the ratings in the materlist.
- d. Forward compact for mid-year review and receive.
- e. Forward for final appraisal as per the PMS Manual timeline.

12. Recruitment & Training Budget

- a. Forward recruitment justification form and training need analysis/budgeting form to the respective heads to budget for the next fiscal year.
- b. Receive the duly filled forms and verify/assess the requirements.
- c. Compile and forward to Finance for endorsement by the Management Committee for further approval from the Board.
- d. Upon receipt of the approved budget, initiate implementation of the budget.

13. Pay & Allowance

- a. Issue employee pay details order whenever there is a change.
- b. Update employee pay and allowances details
- c. Issue annual increment sanction order
- d. Issue LTC sanction orders
- e. Verification of overtime claim
- f. Issue employee transfers/resignation/retirement/termination office order.
- g. Maintain Personal File.