

Terms of Reference (TOR) of Administration & HR Officer (GSS II)

α) Job Description:

- Arranging logistics for the Secretariat and any visitors and delegates
- Drafting and issuing of supply order, work order and memos
- Coordinate repairs to office equipment and timely follow up with vendor, monitor store and inventory
- Helping in obtaining quotes and carry out procurements related activities
- Assist in compiling and arrangements of the Project/Counterpart Agencies/Board meetings
- Preparing memos for approval relating to procurements and payments
- Drafting of Advertisements, memo for approvals and follow up with publications
- Selection and purchase of gifts and hand over to guests or delegates as required
- Carry out physical verification of inventory and fixed assets
- Dealing with travel agents for ticketing for the SDF staffs, counterpart agents, project participants and delegates.
- Process for visa, work permit and route permit for SDF staff, Board Directors, and other delegates
- Apply for tax exemption at the DRC and timely follow up
- Coordinating welfare program for the staff (Organizing Birthdays, farewell and other events as required & overtime snacks during late hours)
- Preparation of welcome for the new staff, arrangement for accommodation etc.
- To prepare training calendar for the staff and co-ordinate for organizing trainings
- To carry out any other responsibilities assigned by the Supervisor/CEO

β) Qualification, Skills and Experience required:

- Must possess a minimum of Bachelor's degree in Business/HRM/Economics/Finance/Accounts
- Minimum of three years of relevant work experience.
- Possess excellent oral and writing skills in English
- Should be between 24 – 35 years of age
- Be a bona-fide citizen of Bhutan
- Have sound computer skills (Microsoft office package)
- Have a pleasant personality and ability to work under pressure

γ) Remuneration:

Basic Salary Scale: USD 261 – 6 x 5 – 291 – 7 x 5 – 326

Allowances & Other Benefits:

House Rent Allowance: 50% of Basic Salary per month

Conveyance Allowance: USD 30 per month,

Medical Allowance: USD 25 per month

Children Education Assistance: USD 50 per month (Subject to having kids)

Festival Allowance equivalent to one month's basic pay per annum

Leave Encashment as per the Service Rules

The Salary and Allowances shall be paid in local currency. Other benefits shall be as per the service rules and subject to revision from time to time.