

**Terms of Reference for General Manager, Human Resources and Administration
Division (HRAD)**

Position Title	: General Manager (GM), HRAD
Grade	: E4
Pay and Allowances	: Nu.50, 625 (Basic Pay) + 65% Contract Allowance on basic pay : Other Benefits: PBVA, Bonus and other entitlements as per STCBL Service rules. : Starting basic pay is negotiable depending upon the qualification and experience.
Type of Employment	: On Contract for an initial period of three (3) years with possibility of extension based on performance and need.
Reporting	: Chief Executive Officer
Qualification and Experience	: Minimum of Bachelor's Degree from a recognized university with specialization in Human Resource/Personnel Management. Preference will be given to those with Master's Degree in relevant field. : Should have minimum of 10-12 years of active work experience (excluding study period) with minimum 3 years at Deputy General Manager or equivalent grade in corporate or private sector and P2 level in Civil Service. : Preference will be given to candidates with at least 7 years of professional work experience in leading corporations or other organizations, including experience in HR and administrative functions.
Background	: The GM-HRAD is responsible for advice to the senior management on the formulation and transparent implementation of HR and Administration strategies in STCBL and ensures effective delivery of HR services and management of the HRAD. He/she assesses the needs of the company human resource and administration, interprets and authoritatively applies relevant strategies, policies, rules and regulations, establishes internal procedures and provides solutions to a wide spectrum of complex HR and Administration issues. The GM-HRAD promotes a collaborative, client-oriented approach and contributes to the maintenance of high staff morale. The GM-HRAD supervises and leads the professional and support staff of the HRAD. The GM-HRAD works in close collaboration with the Management ensuring successful HR management.

<p>Knowledge, Skills and Abilities</p>	<p>: Good knowledge of human resource management and employment practice in Bhutan and more widely in the business sector.</p> <p>: Should be acquainted with the latest concepts of Strategic Human Resource Management (manpower planning, costing of human capital, training and development, performance management systems, thorough understanding of the relevant Labour Acts and regulations).</p> <p>: Should have good administrative and liaising skills.</p>
<p>Duties, Responsibilities and Accountability</p>	<ul style="list-style-type: none"> a) Formulate strategy and supporting policies to ensure that the staffing needs of STCBL are met in a cost effective manner, especially ensuring succession planning. b) Responsible to develop and implement a dynamic Performance Management System. c) Implement Organization Development seamlessly by driving and managing change activities including re-skilling and retraining of employees. d) Responsible for preparing a staffing plan (in liaison with other GMs and Managers), which forecasts the future needs of STCBL in terms of number, qualification, skill and deployment of staff. Implement changes required by the plan. e) Develop and maintain a set of service manual and supporting procedures which reward and motivate staff, ensuring that STCBL is regarded as good employer, where talented and committed people want to work. Ensure that policy and practice encourage the flexibility and mobility of staff, facilitating cooperative working relationship between Divisions/ Units. f) Train and develop staff, building the capacity of STCBL, ensuring that the company develops sufficient supply of well-qualified, trained staff to meet its current and future business needs. g) Ensure accurate staff records are maintained, producing reports, reviews and management information on current and future staffing as required. h) Responsible for communicating policy changes and information about STCBL, making sure staffs are kept well informed about developments/issues, which affect their work. i) Keep up-to-date with developments affecting human resource management within Bhutan and outside, particularly business entities, which might affect STCBL and its operation. j) Provide guidance and support to other Division/ Unit Heads when they are involved in dealing with difficult staffing problems. k) Develop policies, practices and procedures for administrative matters, ensuring that they are effectively and efficiently applied. l) Conduct process mapping of all HR functions and develop standard operating procedures (SoP) and delegation of powers (DoP) to be assigned to the positions;

	m) Perform such other assignments, as required by the Management.
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