



ལྷོ་ཤར་འཕུལ་ཆས་ལས་འཛིན་ཚད།



Farm Machinery Corporation Limited

CHUNDUDINGKHA, PARO: BHUTAN

Post Box No: 131

"Making Agriculture Productive, Profitable and Prestigious (PPP)"

Terms of References (ToR) for Administrative Officer, Administrative Division

Position Title	: Administrative Officer
Grade	: P5
Pay and allowances	: Nu. 20,230-505-30,330(Basic Pay) +20% HRA on basic pay : Nu. 12,225(Fixed allowance) :Nu.1250(LTC) : Other allowances and benefits as per the FMCL service rules
Employment Type	: Regular
Qualification	: Bachelor's Degree (General)
Background	: The Administrative and Human Resource is responsible for managing and overseeing the administrative and human resource functions of the company. They play a vital role in maintaining efficient operations, managing employee relations, and ensuring compliance with relevant policies, procedures, and regulations.
Job Description	<ul style="list-style-type: none">✓ Develop and implement administrative policies, procedures, and systems to support the smooth operation of the company.✓ Manage office facilities, including maintenance, security, and procurement of supplies and equipment.✓ Oversee travel arrangements, logistics, and coordination of events and meetings.✓ Ensure compliance with health and safety regulations and promote a safe working environment.✓ Implement and maintain efficient record-keeping systems for administrative documents, contracts, and correspondence.✓ Develop and implement human resource policies, procedures, and practices in line with applicable laws and regulations.✓ Manage the recruitment and selection process, including job postings, screening, interviewing, and onboarding of new employees.✓ Administer employee benefits programs and ensure accurate and timely payroll processing.



ལྷོ་ཤར་འཕུལ་ཚུལ་ལས་འཛིན་ཚད།

Farm Machinery Corporation Limited
CHUNDUDINGKHA, PARO: BHUTAN
Post Box No: 131



"Making Agriculture Productive, Profitable and Prestigious (PPP)"

	<ul style="list-style-type: none">✓ Oversee performance management processes, including goal setting, performance evaluations, and employee development plans.✓ Develop and deliver training programs to enhance employee skills and knowledge.✓ Handle employee relations, including conflict resolution, disciplinary actions, and grievance procedures.✓ Maintain employee records and ensure compliance with data protection regulations.✓ Monitor and ensure compliance with employment laws and regulations.
--	--