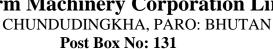


# **७ พัญมากมูกแลงเกเงากะี้**วาส่รา

## **Farm Machinery Corporation Limited**





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

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

Position Title	e : 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> <li>✓ Develop and implement administrative policies, procedures, and systems to support the smooth operation of the company.</li> <li>✓ Manage office facilities, including maintenance, security, and procurement of supplies and equipment.</li> <li>✓ Oversee travel arrangements, logistics, and coordination of events and meetings.</li> <li>✓ Ensure compliance with health and safety regulations and promote a safe working environment.</li> <li>✓ Implement and maintain efficient record-keeping systems for administrative documents, contracts, and correspondence.</li> <li>✓ Develop and implement human resource policies, procedures, and practices in line with applicable laws and regulations.</li> <li>✓ Manage the recruitment and selection process, including job postings, screening, interviewing, and onboarding of new employees.</li> <li>✓ Administer employee benefits programs and ensure accurate and timely payroll processing.</li> </ul>					

Chief Executive Officer: 975-8-271234, General Manager: 08-272439 General: 08-272125

E-mail: ceofmcl@gmail.com



# **७ พัญมากมูกแลพากพากะิ**่สาสรา

### **Farm Machinery Corporation Limited**



CHUNDUDINGKHA, PARO: BHUTAN
Post Box No: 131

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

✓	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.

Chief Executive Officer: 975-8-271234, General Manager: 08-272439 General: 08-272125

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