

**ROYAL GOVERNMENT OF BHUTAN
ROYAL UNIVERSITY OF BHUTAN**

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title: Chief HR Officer**
- 1.2 Position Level: 4/3**
- 1.3 Occupational Group: Administrative & Technical**
- 1.6 Place of work: Office of the Vice Chancellor**

2. MAIN PURPOSE OF THE POSITION:

The Chief HR Officer will support the Registrar by leading the HR division. The incumbent shall serve as strategic advisor to the executives, Academic Board, Human Resource Committee, Senior Management Committee and other relevant Committees. The incumbent shall oversee all aspects of HR Management and Development activities of the University besides policy formulation and employment relations.

3. *Representative Work Activities:*

- Formulate, review and revise University's human resource policies, procedures and processes by respecting the laws, policies, rules and regulations that govern the country;
- Formulate and implement long-term and short-term human resource development and management plans for the University;
- Co-ordinate and promote management of staff relations at all levels;
- Advise the University on all matters related to management and development of human resources;
- Coach, mentor and appraise staff who are responsible for the management of human resources in the University;
- Ensure that human resource management and administration works are carried out effectively and efficiently, especially in areas of recruitment, professional development, performance management, leave, grievances and staff discipline;
- Provide technical and advisory support, on behalf of the University, related to HR management and development for external organisation as and when required;

- Ensure occupational health and safety in the workplaces;
- Create and maintain Staff Development Network and Study Assistance Scheme for the University in order to encourage and facilitate personal and professional development of all the staff;
- Ensure a system of continuous growth and development of the University staff, right from the commencement of work. To this end, orientation and induction programmes for new staff, on-the-job guidance and mentoring by the seniors, employment counselling activities and various long-term and short-term professional development need to be ensured on a continuous basis;
- Mobilise resources in partnership with Department of Planning and Resources or explore for fellowships to create or expand opportunities for the staff of the University;
- Institute a monitoring and evaluation system to assess professional development impact and make necessary interventions;
- Manage staff within the division; and
- Carry out any other task that may be assigned from time to time.

4. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

4.1. Education: Masters Degree in HRM or equivalent

4.2. Experience: 10 years of experience in professional position (as officer or equivalent)

4.3. Knowledge Skills and Abilities:

- Leadership quality to garner support of different functional units and colleges.
- Excellent inter-personal skills to garner full support from relevant officials both within and outside the University to deliver the outcomes in the area of responsibilities.
- High level of technical knowledge in the area of responsibilities with ability to contribute to formulation of policies, strategies and strategic goals.
- Ability to set strategic direction and make prompt decisions to ensure efficient and effective service delivery.
- Sound knowledge of higher education systems and management, and able to contextualise the technical knowledge that befits tertiary education system.