

ROYAL UNIVERSITY OF BHUTAN
POSITION PROFILE
CHIEF, HUMAN RESOURCE DIVISION

Job Identification

1. **Position Title:** Chief, Human Resource Division
2. **Position Level:** 4
3. **Occupational Group:** Administrative & Technical
4. **College/OVC:** Office of the Vice Chancellor

Main purpose of the position:

The Chief, Human Resource Division, shall assist the Registrar by overseeing the policies and plans pertaining to human resources management and development of the University.

General roles and responsibilities

1. Formulate, review and revise University's human resource policies, procedures and processes by respecting the laws, policies, rules and regulations that govern the country;
2. Formulate and implement long-term and short-term human resource development and management plans for the University;
3. Co-ordinate and promote management of staff relations at all levels;
4. Advise the University on all matters related to management and development of human resources;
5. Coach, mentor and appraise staff who are responsible for the management of human resources in the University;
6. 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;
7. Ensure occupational health and safety in the workplaces;
8. 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;
9. Ensure a system of continuous growth and development of the University staff, right from the commencement of work;

10. 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;
11. Institute a monitoring and evaluation system to assess professional development impact and make necessary interventions;
12. Will have to look after at least three colleges over and above;
13. Manage staff within the division; and
14. Carry out any other task that may be assigned from time to time.

SPECIFIC ROLES AND RESPONSIBILITIES

The Chief, Human Resource Division as the head of the Human Resource Division shall be responsible for:

1. formulating, reviewing and revising University's human resource policies by respecting the laws, policies, rules and regulations that govern the country and in consultation with the colleges
2. formulating and implementing long-term and short-term human resource development and management plans for the University
3. overall management of human resources in the University in terms of recruitment, transfer, promotion, separation and development
4. overseeing as the custodian of records related to staff in the University

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS:

5.1 Education: Bachelors' degree & above

5.2 Experience: 10 years of experience in the relevant field at professional positions or equivalent;

5.3 Knowledge, skills and abilities requirements

- High level of technical knowledge in the area of responsibilities with ability to contribute to formulation of policies, strategies and strategic goals.
- 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.
- 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