

## ROYAL UNIVERSITY OF BHUTAN

## POSITION PROFILE

**1. JOB IDENTIFICATION**

- 1.1 Position Title:** Human Resource Officer/Assistant Human Resource Officer
- 1.2 Position Level:** 8 & above
- 1.3 Occupational Group:** Administrative and Technical Staff
- 1.4 College/OVC:** Human Resource Division, Office of the Vice Chancellor

**2. MAIN PURPOSE OF THE POSITION:**

- Identifying and establishing HR initiatives in the areas of recruitment, organizational development, professional development, performance and change management in alignment with organizational strategy;
- Planning the overall research and development program of the RUB with regards to Human Resource Development Planning and Employment specifying goals and budgetary requirements;
- Representing HR Division in all the meetings viz. SMT, AB, COD and UC;
- Developing long and short-term Human Resource and Employment plans for the RUB and coordinate their implementation;
- Formulating Organizational Human Resource Policy in relation to national economic policies, particularly fiscal and monetary policies, sectoral development plans, education policies, wage and incentive policies and technology policies;
- Overseeing national human resource planning to assess skilled human resource needs of the economy within a specified time frame and providing guidelines for educational planning and making appropriate investment in education and training with an aim to:
  - Meet the skilled human resource needs of the planned development program as well as for unplanned and informal sectors.
  - Enhance relevance of skills in relation to rapid globalization and fast paced technological changes;
- Coordinating and promoting management of staff relations, peer to peer as well as upwards and down the management hierarchy.
- Searching, selecting and interviewing all new positions, and liaise with department heads for a successful recruitment.
- Ensuring occupational safety and health in the workplaces through frequent inspections;
- Coordinating employment counseling activities;
- Involving in project formulations to take care of the HRD components in line with the HRD plan documents.

### 3. GENERAL ROLES AND RESPONSIBILITIES:

- Independently organise major HR management works such as promotion, recruitment, leave, transfer, grievances and performance management as per policies, plans and programmes;
- Independently organise major HR development works such as orientation, induction, professional development programmes and employment counselling activities as per policies, plans and programmes;
- Search for open scholarships and fellowships and inform relevant staff to apply;
- Implement HR Rules and Regulations and provide technical support to the Colleges;
- Ensure that human resource information is maintained up to date;
- Participate in preparing the overall Human Resource Management and Development Plans;
- Serve as meeting secretary and interview assistant in drafting minutes, writing reports, and preparing proposals; and
- Carry out any other work as it may be assigned from time to time.

### 4. SPECIFIC ROLES AND RESPONSIBILITIES:

The Human Resource Officer shall be responsible for:

- Recruitment and selection
- Performance management and promotion
- Maintaining personal information
- Leave, secondment, resignation, and superannuation
- Training and Development

### 5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS: *(Use KSA and Position Profile Matrix Position Directory as a guide)*

**5.1 Education:** Minimum of Bachelors Degree

**5.2 Experience:** Preference will be given to candidates with required and relevant experience in appropriate field.

**5.3 Knowledge Skills and Abilities:**

- Conversant in the area of responsibilities both in terms of technical knowhow and changing environment.
- Good communications skills both in terms of written and speaking.
- Sound analytical skills with knowledge in planning, management and execution of projects and activities.
- Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
- Ability to work in teams and ready to work beyond working hours.