

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title: Assistant Human Resource Officer
- 1.2 Position Level: 8
- 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:

- 2.1 Identifying and establishing HR initiatives in the areas of recruitment, organizational development, professional development, performance and change management in alignment with organizational strategy;
- 2.2 Planning the overall research and development program of the RUB with regards to Human Resource Development Planning and Employment specifying goals and budgetary requirements;
- 2.3 Representing HR Division in all the meetings;
- 2.4 Developing long and short-term Human Resource and Employment plans for the RUB and coordinate their implementation;
- 2.5 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;
- 2.6 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:
 - 2.6.1.1 Meet the skilled human resource needs of the planned development program as well as for unplanned and informal sectors.
 - 2.6.1.2 Enhance relevance of skills in relation to rapid globalization and fast paced technological changes;
- 2.7 Coordinating and promoting management of staff relations, peer to peer as well as upwards and down the management hierarchy;
- 2.8 Searching, selecting and interviewing all new positions, and liaise with department heads for a successful recruitment;
- 2.9 Ensuring occupational safety and health in the workplaces through frequent inspections;
- 2.10 Coordinating employment counseling activities;
- 2.11 Involving in project formulations to take care of the HRD components in line with the HRD plan documents.

3. GENERAL ROLES AND RESPONSIBILITIES:

- 3.1 Independently organise major HR management works such as promotion, recruitment, leave, transfer, grievances and performance management as per policies, plans and programmes;
- 3.2 Independently organise major HR development works such as orientation, induction, professional development programmes and employment counselling activities as per policies, plans and programmes;
- 3.3 Search for open scholarships and fellowships and inform relevant staff to apply;
- 3.4 Implement HR Rules and Regulations and provide technical support to the Colleges;
- 3.5 Ensure that human resource information is maintained up to date;

- 3.6 Participate in preparing the overall Human Resource Management and Development Plans;
- 3.7 Serve as meeting secretary and interview assistant in drafting minutes, writing reports, and preparing proposals; and
- 3.8 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:

- 4.1 Recruitment and selection
- 4.2 Performance management and promotion
- 4.3 Maintaining personal information
- 4.4 Leave, secondment, resignation, and superannuation
- 4.5 Training and Development

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

- 5.1 **Education:** Minimum of Bachelor's Degree in Human Capital Management/Human Resource Management
- 5.2 **Experience:** Preference will be given to candidates with required and relevant experience in appropriate field.
- 5.3 **Knowledge Skills and Abilities:**
 - 5.3.1 Conversant in the area of responsibilities both in terms of technical knowhow and changing environment.
 - 5.3.2 Good communications skills both in terms of written and speaking.
 - 5.3.3 Sound analytical skills with knowledge in planning, management and execution of projects and activities.
 - 5.3.4 Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.
 - 5.3.5 Ability to work in teams and ready to work beyond working hours.