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State Mining Corporation Limited



Terms of Reference for Despatcher

Background

State Mining Corporation Limited (SMCL) is the newest subsidiary company of the Druk Holding and Investments (DHI). It was incorporated under the Companies Act of Kingdom of Bhutan on 31st December 2014. Its primary mandate is to explore mineral resources and carry out mining activities for both export and serving the local industries. SMCL has its registered office at Gurung Basti, Samtse.

Responsibilities

1. He/she shall be responsible for minerals/product receive at stock yard and issue from the stockyard.
2. He/she shall be responsible for issue of loading challan for minerals dispatched from the mines with correct required details.
3. He/she shall submit the daily production and dispatch reports to the supervisor and Data Assistant.
4. Shall maintain information/data in the form of both digital and hard copy. The primary data entries shall be maintained in excel for the purpose of analysis.
5. Any other tasks as assigned by the supervisor.

Management

- a. Monitoring and controlling resources and overseeing the spending of money.
- b. Developing specific goals and plans to prioritize, organize, and accomplish your work.
- c. Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- d. Developing constructive and cooperative working relationships with others, and maintaining them over time.
- e. Encouraging and building mutual trust, respect, and cooperation among team members.
- f. Always cooperate and work as a team with shared goals and objectives.
- g. Support and follow corporate policy and processes at all times.
- h. Represent the company and its shareholders in a favourable manner at all times.
- i. Act with the highest level of professionalism, integrity, and ethical character at all times.
- j. Timely submission of reports and information to Corporate Office.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- a. Do not operate the equipment which is/are not familiar/trained and authorized.
- b. Read the instruction/ask staff who can read and guide whenever you are issued with/use new appliances, disinfectants and other chemicals.
- c. Must wear protective gears at all times.



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- d. Immediately report any accidents, risks and hazards to supervisor and take appropriate action.
- e. Take actions to avoid potential hazards or obstructions, such as utility lines, other equipment, other workers, or falling objects.
- f. Monitor operations to ensure that health and safety standards are met.

Working Environment

- a. Will have to work beyond normal hours and shall subject to pressure to meet deadline and the targets.
- b. Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- c. Must work in all weather conditions and be prepared for both extreme heat and cold
- d. May at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.

Confidentiality

- a. All machineries, gadgets, systems, documents and information at the office and sites shall belong to the Company and shall be protected and not disclose to outsiders.
- b. Shall not share any information or documents to outsiders without the permission of the concerned official.
- c. Shall not bring any outsiders/strangers in the office or to the site and give access to company's facilities and properties.

Education and experience

Class X passed

Knowledge, skills and abilities

He/she should have:

- a. Good computer literacy (MS Office, Excel, Power Point)
- b. Self-discipline/ability to work independently.
- c. Proven ability to work under pressure.
- d. Ability to prioritize workload.
- e. Good written and oral communication skills.
- f. Honesty and reliability.
- g. Attention to detail.

Type of employment

Regular

Position, Grade, Salary and Other benefits

- a. Grade - O6
- b. Basic Pay - Nu. 12,740.00
- c. Allowance:



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- a. Corporate Allowance - 20% of Basic Pay
- b. PBVP - 15% of Basic Pay to be paid at the end of the year based on performance.
- c. MPI - 20% (5% to be paid at the end of the year based on achievement of targets)
- d. And any other allowances as per HR manual of the company.

The selected candidates will be stationed at Rishore Coal Mine, Samdrup Jongkhar and Corporate Office, Samtse.

10. Documents Required:

1. SMCL application form.
2. Curriculum Vitae (CV) clearly indicating requirements referred to above.
3. Other documents required:
 - a. Copy of Academic Transcripts and Certificates (X).
 - b. Valid Security Clearance Certificate.
 - c. Medical Certificate (minimum 6 months validity).
 - d. A Copy of Citizenship Identity Card.

Application Deadline

The last date for submission of the application is on **17th August 2021** before 5 PM. The candidates may apply with all the required documents in PDF to hro.smcl@gmail.com.

Declaration of Confirmation:

I, _____, hereby acknowledge the receipt of the Despatcher's job description for State Mining Corporation Limited. It is my responsibility to review this job description and ensure that I am familiar with its contents and comply with all requirements, duties, rules and procedures.

(Name).....

CID. No.

Place:

Date:

Note: The statements provided above are intended to describe the general nature and level of work that an employee shall perform and is not a complete list of responsibilities, duties, and skills required.