





# ལྷོ་ཁམས་ས་གཏོང་ལས་འཛིན་ཚད།

## State Mining Corporation Limited



### **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 favorable 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 crusher operator & 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.
- 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.



# ཐུལ་ཁམས་ས་གཏོར་ལས་འཛིན་ཚོད།

## State Mining Corporation Limited



### **Confidentiality**

- 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.
- Shall not share any information or documents to outsiders without the permission of the concerned official.
- Shall not bring any outsiders/strangers in the office or to the site and give access to company's facilities and properties.

### **Qualification and experience**

Should have minimum of 2 years with clean track record.

### **Knowledge, skills and abilities**

- Good oral communication skills, organized, flexibility, good interpersonal skills, reliability, judgement, and team player.
- Should understand and speak Dzongkha, Lhotsham, sharchop and Hindi.

### **Employment Type**

Contract

### **Grade, Salary and Other benefits**

- Grade - ESP
- Basic Pay - Nu. 8,700.00
- Allowances :
  - Corporate Allowance : 20% of the Basic Pay.
  - MPI : 20% of basic pay (5% to be paid at the end of the year based on achievement of targets).
  - PBVP : 15% of the basic pay (to be paid at the end of the year based on performance)
  - And any other allowances as per HR manual of the company.

The selected candidates will be stationed at Dzongthung Stone Quarry, Trashiyangtse.

### **Documents Required**

- SMCL application form (Download from [www.smcl.bt](http://www.smcl.bt))
- Academic Transcripts
- Valid Security Clearance Certificate
- Medical Certificate (minimum 6 months validity).
- A Copy of Citizenship Identity Card.



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State Mining Corporation Limited



**Application deadline:**

The last date for submission of the application is on **10<sup>th</sup> August 2021** before 5 PM. The candidates may apply with all the required documents in PDF to [hro.smcl@gmail.com](mailto:hro.smcl@gmail.com).

*Declaration of Confirmation:*

I, \_\_\_\_\_, hereby acknowledge the receipt of the Crusher Attendant'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 and signature) .....

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.***