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State Mining Corporation Limited



Terms of Reference for Driver (Heavy)

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.

Specific Responsibilities

- a. Responsible for transporting goods from one place to another using heavy trucks.
- b. Drive truck equipped with dump body to transport and dump loose materials, such as sand, gravel, crushed rock, coal, and other materials.
- c. Record load carried/transported, information, hours of service, distance travelled and fuel consumption,
- d. Oversee condition of vehicle and inspect tires, lights, brakes, and other equipment.
- e. May have to drive other vehicles such as light vehicle, backhoe pay/loader.
- f. Report any incidents encountered on the road to the concerned officer.
- g. Follow all applicable traffic laws.
- h. Deliver goods to client on time.
- i. Take special precautions while driving.
- j. Determine best route for delivery considering weather, time, equipment and road conditions.
- k. Understand and comply with all customs regulations and has no restrictions in his/her movement.
- l. Represent SMCL in a positive and professional manner while at delivery sites and while driving on the public roadway.

Maintenance

- a. Perform required pre and post-trip vehicle inspection's and complete required paperwork.
- b. Perform preventive maintenance.
- c. Fill up on fuel, clean truck, and wash windows.
- d. Inspect the tipper before and after the trip, and record any defects they find.
- e. Perform emergency roadside repairs,
- f. Report serious mechanical problems to the appropriate personnel.

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.



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- 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 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.

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.



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Qualification and experience

- Should have valid driving license with minimum of 3 years of experience with clean track record.

Knowledge, skills and abilities

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

Employment Type

Regular

Grade, Salary and Other benefits

- a. Grade - O6
- b. Basic Pay - Nu. 12,740.00
- c. Allowances :
 - a. Corporate Allowance : 20% of the Basic Pay.
 - b. MPI : 20% of basic pay (5% to be paid at the end of the year based on achievement of targets).
 - c. PBVP : 15% of the basic pay (to be paid at the end of the year based on performance)
 - d. And any other allowances as per HR manual of the company.

The selected candidates will be stationed at any branch under SMCL.

Documents Required

1. SMCL application form (Download from www.smcl.bt)
2. Valid Driving License
3. Valid Security Clearance Certificate
4. Medical Certificate (minimum 6 months validity).
5. A Copy of Citizenship Identity Card.

Application Deadline

The last date for submission of the application is on **10th 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 Driver (Heavy) 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.



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(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.