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State Mining Corporation Limited



Terms of Reference for Mines Supervisor

Background

State Mining Corporation Limited (SMC) 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.

Overall Responsibilities

Mines supervisor will be responsible for activities related to operations of the mine/quarry at the site. He/she shall be the focal point for the actual implementation of the plans and programmes of the company and the rules and regulations of the regulating agencies at site. He/she shall report directly to his immediate supervisor, viz. Mines Foreman/Mines Manager/Project Manager.

General Responsibilities

He/she shall perform the following General responsibilities:

- a. Be the technical focal person at the mine site.
- b. Be conscious of the company's mission, vision, key mandates and strategies, and pledge for excellence in performance to contribute to the achievement of company's goals and objectives.
- c. Schedule day-to-day activities as per the approved environment management and mine plans, and plans, programs, instructions and directions of the company.
- d. Align the day-to-day activities to the objectives of the cost centred for the overall achievement of the company's compact targets.
- e. Assist the senior site management team in planning and work scheduling.
- f. Understand the concept of cost efficiencies and be initiative and innovative.
- g. Know and understand the rules and regulations of the company and the regulating agencies and ensure compliance at all times.

Specific Roles and Responsibilities:

- a. Implement plans, programs and instructions at site to ensure cost effective operational activities.
- b. Develop and implement specific daily plans, as in stripping, drilling, blasting and loading activities to achieve the daily targets.
- c. Resolve work problems and recommend measures to improve efficiency & productivity.
- d. Make timely requisitions and ensure availability of required materials and supplies at site at all times.
- e. Recommend personnel actions such as urgent hiring and logistics.
- f. Prepare and submit correct reports and information as required by the company and regulating agencies.
- g. Respond to emergencies that could cause injury or loss at site.



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- h. Review hourly and daily performance of the other support staff and EME and propose recommendations and suggestions for enhancement of the performance.
- i. Resolve work problems and recommend measures to improve productivity.
- j. Educate/train support staffs, workers and EME operators for improvement of their efficiency and performance, and prevention of hazards at the work place.
- k. Strictly monitor contractors' performance and keep proper records for evaluation and billing purposes.
- l. Give on-site trainings and guidance to the employees and workers for appropriate use of equipment and tools, and skill and competency development.

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 must be responsible for their own health and safety and that of others, when carrying out their duties and must comply with the company's policy and rules and regulations for OHS. Therefore, the Mines Supervisor shall be responsible for:

- a. Ensuring safe use/operation of equipment at site.
- b. No individual shall not operate any equipment which is/are not familiar, trained for and unauthorized.
- c. Ensuring use of PPE at the site at all times.
- d. Reporting and ensuring prompt action against any hazards, risks and accident at the work place.
- e. Ensuring appropriate actions are taken to avoid potential hazards to the health and safety of the employees and works, and the equipment.
- f. Monitoring operations to ensure that health and safety standards are met at all times.

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.



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- 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.

Managerial Roles:

- a. Monitor and control the use of resources at site to ensure effective and optimal utilization.
- b. Organize and prioritize resources at site for effective accomplishment of the daily objectives and targets.
- c. Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations and or standards.
- d. Developing constructive and cooperative working relationships with the team mates.
- e. Build mutual trust, respect and cooperation among team members.
- f. Always cooperate and work as a team with shared objectives and goals.
- g. Support and follow corporate policies 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.

Physical Demands:

While performing the duties, the employee is frequently required to have the following physical abilities:

- a. Must work in all weather conditions and be prepared for both extreme heat and cold.
- b. 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.
- c. Must have excellent eye, hand and foot coordination
- d. Must possess all bodily abilities to carry out the aforementioned roles and responsibilities.

Confidentiality:

- a. All machineries, gadgets, systems, documents and information at the office and sites shall belong to the Company and shall be protected and shall 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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Knowledge, Skills and Abilities:

- a. This position shall require an individual with enough knowledge and skills to perform with his/her fullest capacity at the mine site.
- b. Ability to develop effective internal and external relations.
- c. Problem solving and analytical skills.
- d. Disciplined and process oriented.
- e. Must be familiar with relevant laws and regulations.

Education and experience

- a. Minimum Class X with Supervisor Certificate
- b. Should be familiar with a variety of the field concepts, practices, and procedures. A wide degree of creativity and latitude is expected.

Knowledge, skills and abilities

He/she should have:

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

Type of employment

Regular

Position, Grade, Salary and Other benefits

- a. Position : Mines Supervisor
- b. Grade : O3
- c. Basic Pay: Nu. 16,955.00-425.00-29,705.00
- d. 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 performance).
 - 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.

Documents Required:

1. SMCL application form.
2. Curriculum Vitae (CV) clearly indicating requirements referred to above.
3. Mines Supervisor's Training Certificate
4. Other documents required:
 - i. A copy each of Academic Transcripts and Certificates (XII & X).
 - ii. Approved and valid Security Clearance.
 - iii. Medical Certificate (minimum 6 months validity).



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iv. A Copy of Citizenship Identity Card.

v. If currently employed, the applicant should produce the following documents if he/she gets selected:

- No Objection Certificate from the employer.
- Audit Clearance.

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 Mines Supervisor'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.

...(legal stamp)...

(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.