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State Mining Corporation Limited



Terms of Reference for Mining Engineer

Background

State Mining Corporation Limited (SMCL) is the most recently established subsidiary company of the Druk Holding and Investments Limited. It was incorporated under the Companies Act of Kingdom of Bhutan on 31st December, 2014. Its primary mandate is to explore and exploit the mineral resources for use in domestic industries and also to export to the neighbouring countries. It is also to be exemplary in carrying out the mining activities in the country. It has its corporate office established in Gurung Basti, Samtse.

Scope

The Mining Engineer shall assist the General Manager in carrying out field works, mines feasibility studies, mine planning and restoration works. He/she shall also prepare and write reports as and when required. He or she will assist the other mining engineers, geologists and other staff in the division. He/she shall report and accountable to General Manager.

General responsibilities

Prepare work plan for mining activities and implement the accordingly.

- a. Liaise with DGM on lease of mines and draw up lease agreement.
- b. Process for various mandatory clearances like community clearance, dzongkhag clearance, forest clearance, etc.
- c. Assess the commercial viability of new mining mines.
- d. Undertake feasibility studies like final mining feasibility study.
- e. Modeling or planning or designing potential mine sites using appropriate software.
- f. Prepare plans for mines and environment management/ restoration plans.
- g. Work with specialized software to support planning programs.
- h. Ensure the safety of mining equipment and assessing mine equipment supplies.
- i. Establish extraction systems.
- j. Plan for transition from surface to underground mining operations if applicable.
- k. Reclaim mine sites after the mining.
- l. Prepare and submit project budget and verify bills submitted by the site offices.
- m. Assist and guide site offices in operation and implementation of mine plans
- n. Any other activities as assigned by 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.



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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 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.
- 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.



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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

BE/ BTech (Mining)

Knowledge, skills and abilities

- a. Adaptability to corporate setting is a must.
- b. Strong negotiation and client management skills.
- c. The ability and desire to complete projects within deadlines.
- d. Strong oral and written communication skills and.
- e. Highest integrity and business ethics.
- f. Should be familiar with a variety of the field concepts, practices, and procedures.
- g. A wide degree of creativity and latitude is expected to lead and direct the work of others.
- h. Problem solving and analytical skills.
- i. Required to be familiar with relevant laws and regulations.

Type of employment

Regular

Salary and other benefits

The grade and salary shall be fixed as per qualification and relevant work experience as per the SMCL HR Manual.

Documents required

1. SMCL application form
2. Curriculum Vitae (CV) clearly indicating requirements referred to above.
3. Documents required:
 - a. Copies of Academic Transcripts and Certificates (Class XII & Bachelor),
 - b. Should have approved valid Security Clearance Certificate online.
 - c. Medical Certificate (Minimum 6 months validity)
 - d. Copy of Citizenship Identity Card.
 - e. Work experience certificate from the employer (if employed).
 - f. If currently employed, the applicant should produce the following documents if he/she gets selected:
 - o No Objection Certificate from the employer.
 - o Audit Clearance.

Application Deadline



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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 Mining Engineer'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.