



ཀྲུལ་ཁམས་ས་གཏེར་ལས་འཛིན་ཚད།

State Mining Corporation Limited



Terms of Reference for Assistant Administrative Officer

Background

State Mining Corporation Limited (SMC) is a DHI owned company and 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.

General responsibilities

Administration Officer will be responsible for the general administration in the corporate office and render support to other cost centers. Shall formulate administration plans and polices and support other business process of the company. He/she shall report to the General Manager, Human Resource and Administration Division.

Specific responsibilities

- a. Supervise and monitor staff under Administration Section and establish clear work objectives, conduct timely and effective performance appraisals, provide coaching and feedback, and support staff development opportunities;
- b. Ensure that all the administrative needs of the college are fulfilled on a timely, efficient & cost effective manner.
- c. Provide general administrative support to the Director and Professionals in SEC;
- d. Monitor and coordinate the upkeep and maintenance of the premises.
- e. Prepare correspondence and reports, related to specific and general administrative tasks within the area of responsibility.
- f. Administer the daily office operations and coordinate logistic requirements for the company.
- g. Ensure all administrative & logistical services - visas, work permits, temporary permits, travel & tickets, logistics, transportation, hotels, etc. are rendered satisfactorily.
- h. Oversee usage & upkeep of office facilities & utilities such as phone, copiers, printers, electricity, office spaces & layout, furniture, office amenities, etc.
- i. Maintenance of office building, gardening & upkeep of campus areas, beautification & related works, garbage disposal & management, outdoor maintenance, etc.

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.



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- 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 the 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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Education, experience and competency requirement

Bachelor degree with a minimum experience of 4 years in administration or in relevant field.

- Strong interpersonal and networking skills and a proven track record of high public relations.
- Good attitude to learning and working in a multi-cultural environment
- Good administration and management skills.
- Should have good written and spoken Dzongkha and English.
- Should have the knowledge policies and rules/regulations of the company.
- Should have good coordination and organizing skills.

Employment Type

Regular

Grade, Salary and Other benefits

- a. Grade - M3
- b. Basic Pay - Nu.30,985.00
- c. Allowances :
 - a. Corporate Allowance : 20% of the Basic Pay(Regular)
 - b. PBVP : 15% of the basic pay (to be paid at the end of the year based on performance)
 - c. And any other allowances as per HR manual of the company.

Documents Required

1. SMCL application form (Download from www.smcl.bt)
2. Curriculum Vitae
3. Academic transcripts of Class X, XII and Bachelor degree
4. Valid Security Clearance Certificate
5. Medical Certificate (minimum 6 months validity).
6. A Copy of Citizenship Identity Card.
7. Appointment & last Promotion Orders
8. If currently employed, the applicant should produce the following documents if he/she gets selected:
 - a. No Objection Certificate from the employer.
 - b. Audit Clearance.

Application Deadline

The last date for submission of the application is on **1st October 2021** before 5:00 PM. The candidates may apply with all the required documents in PDF to hro.smcl@gmail.com.



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Declaration of Confirmation:

I, _____, hereby acknowledge the receipt of the Assistant

Administrative Officer'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.