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State Mining Corporation Limited



- 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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State Mining Corporation Limited



Education and experience

- i. Certified mines supervisor with qualification of Class X or XII with minimum of 7 or 3 years work experience respectively.
- ii. 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.

The selected candidate will be placed at Habrang Coal Mine, Samdrup Jongkhar.

Documents Required:

1. SMCL application form (Download from www.smcl.bt)
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).
 - iv. A Copy of Citizenship Identity Card.
 - v. Separation Order/last Promotion Order.
5. If currently employed, the applicant should produce the following documents if he/she gets



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State Mining Corporation Limited



selected:

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

Application Deadline

The last date for submission of the application is on **1st October 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.