Terms of Reference

Background

State Mining Corporation Limited (SMC) is the subsidiary company of the Druk Holding and Investments (DHI) 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.

Scope

The Mines Foreman shall assist the Mines Manager in overall operation and management of mine/quarry including safety, environment, operations, performance, quality, human resources, community relations, and prepare and submit reports periodically. He shall report and accountable to Mines Manager at the site.

General responsibilities

Assists in staffing, outlining project plans, setting project goals/deadlines, and evaluating performance. Ensures the safety and health of mine workers. Recommends corrective action when problems are detected. Mines Foreman shall work closely and effectively with safety, environment, sales, customers, laboratory and finance personnel. He shall coordinate and liaise with the Head Office.

Specific Responsibilities

Mine Foreman will supervise and direct mines activities at the site and ensure safety and efficiency. Essential job duties include:

a. Supervise the site by acting as 2nd technical focal person at mines sites.
b. Supervise mines supervisors, drillers and blasters and other staff at the site.
c. Supervise, coordinate and schedule the activities of workers at sites.
d. Schedule works for proper implementation of plants, instructions and orders.
e. Ensure preventative maintenance of mining equipment.
f. Respond to emergencies that could cause injury or loss to production.
g. Communicate verbally and in writing, any job related problems, job status and work history pertaining to the job.
h. Assist in monitoring and reviewing costs.
i. Enforce company policy, rules and regulations and comply with relevant laws of Kingdom of Bhutan.
j. Communicate, and enforce occupational health and safety policies and rules of the company and oversee the safety of the mining operations.

k. Review hourly and daily performance of supervisors and other support staff and EME.

l. Resolve work problems and recommend measures to improve productivity.
m. Train workers in job duties, safety procedures and educate on company policies.

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 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.

Education and experience

a. Class X/XII with 9 years/5 years experience respectively in relevant field and must have Certificate in Foreman Training.
b. Should be familiar with a variety of the field concepts, practices, and procedures.
c. A wide degree of creativity and latitude is expected to lead and direct the work of others.

Knowledge, skills and abilities

a. This position shall require an individual who has a strong mine operations background with good planning, organizing, leadership capabilities and communication skills.
b. Strong supervisory skills. Ability to develop effective internal and external relations.
c. Problem solving and analytical skills.
d. Disciplined and process oriented
e. Knowledge of mining, crushing, and screening principles
f. Must be familiar with relevant laws and regulations.

Type of employment

Regular

Position, Grade, Salary and Other benefits

a. Position : Mines Foreman
b. Grade : S3/S2
c. Basic Pay: Nu. 22,565.00- 565.00- 39,515.00 (S3)/Nu.24.820.00-620.00-43,420.00 (S2)
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 Majuwa Coal Mine/Habrang Coal Mine/Rishore Coal Mine, SamdrupJongkhar.

10. Documents Required

1. SMCL application form (download from www.smcl.bt)
2. Curriculum Vitae (CV) clearly indicating requirements referred to above.
3. Mines Foreman's Training Certificate
4. Other documents required:
   a. Copy of Academic Transcripts and Certificates (XII & X).
   b. Valid Security Clearance Certificate online.
   c. Medical Certificate (minimum 6 months validity).
   d. A Copy of valid Citizenship Identity Card.
   e. Work experience certificate from the employer.
   f. Separation Order/Last Promotion Order/certified last pay slip (if employed).
5. 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 **5th November 2021** before 5 PM. The candidates may apply with all the required documents in PDF tosmcl.hro@smcl.bt

Declaration of Confirmation:

I, _____, hereby acknowledge the receipt of the Mines Foreman'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.