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GIC-Bhutan Reinsurance Co. Ltd.

Reinsurance with Professionalism, Trust & Reliability

----- An ISO/IEC 27001:2013 Certified Company -----

Post Title : **Head- Human Resource Department**
Duty Location : **Changjalu, Opp. Lungtenphu Helipad, GBRL, Thimphu**
Type of Employment : **Regular**
Reporting to : **Chief Executive Officer**

1. Background

GIC Bhutan Reinsurance Company Limited is a joint venture (FDI) company incorporated in May 2013 under the Company Act 2000 Kingdom of Bhutan. We are reinsurance company and write business in the domestic market and across the region.

2. Terms of Reference

The GBRL is working towards improving its human resource strategies through strategic, innovative and variable HR practices, policies, programs and services to attract, engage and retain highly qualified, talented staff committed to excellence, mutual respect and trust. The key responsibilities for the HRD- Head will be, among others, the following:

- i. The Human Resource (HR) head shall lead and manage the HR Department and report directly to the Chief Executive Officer. The HR head will be responsible for managing GBRL employee and seek advice from CEO on HR related issues.
- ii. Review and develop Human Resource management policies (Recruitment, staffing, compensation, Performance Management Systems, Succession plan and retention) and guidelines to ensure continuous improvement of the HR processes to optimize operation efficiencies;
- iii. Promote leadership development and proper succession plans for key position in the company;
- iv. Inculcate and ensure performance culture in the company by implementing Performance Management Systems and relevant policies issued by the Board.
- v. Develop and implement HR Master Plan to identify and prioritize actions for continued and efficient delivery of core operational services. This shall also include the manpower planning and sizing for optimum utilization of human resources;
- vi. Undertake Training Needs Assessments to determine what training needs to be provided to help individuals and the organization accomplish their goals and objectives;
- vii. Undertake Employee Engagement Survey to understand the motivation level of employees for efficient operation of the company and implement measures and interventions;
- viii. Implement the Internal Service Rules and Regulations approved by the Board for day to day management of the company.
- ix. Foster a culture that promotes ethical practices and encourages individual integrity, effectiveness and social responsibility and



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- x. Perform such other assignments as required by the Board and the management.
- xi. Monthly Payroll and other benefits.
- xii. Budget preparation

3. Deliverables

- a. As Human Resource Head, his/her key tasks are to manage the HR Department and seek proper guidance from management on the human resources policies and procedures along with the development, revising and implementing HR policies and procedures;
- b. HR Manual/Employee handbook on:
 - i. Staff ToRs;
 - ii. HR guidelines and forms;
 - iii. Training plan for employee development and training;
- c. Review and improve Performance Management System.

4. Required qualification, skills and experience.

- a. Minimum bachelor's degree in Human Resource Management (HRM) from a recognized and reputable institution;
- b. Minimum aggregate : **60% in class X, XII and Degree (English +Best 4 subjects for class X and English + best 3 subjects for class XII)**
- c. Minimum 5 years of experience in Human Resources Management (HRM);
- d. Advanced competencies in establishing HR system and HR recruitment strategies;
- e. Development and workforce planning writing job descriptions and contract management;
- f. Experience in the conduct of organizational/personnel assessments, capacity needs;
- g. Assessments on training activities and capacity building;
- h. Strong interpersonal, oral and written communications skills;
- i. Analytical, good decision-making and team building skills; and
- j. Leadership and management skills.
- k. Thorough understanding of the relevant Acts and Regulations.

5. Remuneration

- a. Basic Salary : Nu. 25000.00 (Negotiable depending on experience)
- b. Fixed communication allowance : Nu. 2500.00
- c. Fixed Conveyance Allowance : Nu. 4000.00
- d. HRA :10% of Basic pay
- e. Other entitlements as per the GBRL's ISR.

