



Position Title	Senior Human Resource Officer
Position Level	Pay Scale 6 of the Conditions of Service
Position Status	Regular
Reports to	Dean

Job purpose

Under the supervision of the Dean, the Senior Human Resource Officer is responsible for a variety of HR and operations tasks and services. The Sr. HR Officer works in close collaboration with the Head of Departments and Divisions to successfully deliver HR and operations services to help create Human Resource Management, and Well-being services, and to develop and undertake HR strategic planning and HR needs of the JSW Law.

Duties and responsibilities

The duties are as follows:

- i. Coordinate review and recommend changes to COS in line with the Goal of Becoming Employer of Choice;
- ii. Implement HR initiatives in the areas of recruitment, organizational development, professional development, performance, and change management in alignment with organizational strategy;
- iii. Develop long and short-term Human Resource and Employment plans for the JSW Law staff and coordinate their implementation;
- iv. Plan the overall research and development program of the organization with regard to Human Resource Development Planning and Employment specifying goals and budgetary requirements;
- v. To coordinate and promote management of staff relations, peer to peer as well as upwards and down the management hierarchy;
- vi. To advise management on all HR matters;
- vii. To coach, mentor, and appraise direct reports within the HR Division;
- viii. To search, select and interview all new positions, and liaise with department heads for successful recruitment;
- ix. Ensure occupational safety and health in the workplace through frequent inspections;
- x. Involve in project formulations to take care of the HRD components in line with the 5YP HRD plan documents;

- xi. Monitor the performance and effectiveness of the existing staff and initiate activities for its continuous improvement;
- xii. Perform other duties as assigned by the Dean.

Take the role of Integrity Officer and liaison with the Anti-corruption Commission on OIP mandates.

- i. Institutionalizing implementation of Standard Operating Procedures (SOPs), Asset Declaration, Gift Rule Declarations, Conflict of Management, Code of Conducts, Grievance Committees, and Staff Disciplinary Committees;
- ii. Promoting values of ethics and integrity through educational programs such as induction/orientation of employees, training on ethics and integrity, and monitoring;
- iii. Liaising and coordinating with the Anti-Corruption Commission (ACC) on matters related to Anti-corruption, Ethics and Integrity;
- iv. Developing, reviewing, monitoring and evaluating Law School's Organizational Integrity Plan (OIP) and submitting periodic reports and documents to ACC;
- v. Presenting the OIP to the Law School's Management bi-annually (Mid-term and Annual Review) along with the evaluation scores and recommendations, if any; and
- vi. Assisting in the formulation of Integrity awareness sessions/training with the help of ACC.

Qualifications

- i. Minimum of bachelor's degree in a related field, most preferably Human Resource Management;
- ii. Minimum eight year's experience in relevant experiences or equivalent;
- iii. Training in related areas of Human Resource Planning/Employment and Management;
- iv. Must be skilled in communication (written and verbal).

Working conditions

The candidate will be working at the JSW Law located at its permanent campus at Pangbisa, Paro. The working hours shall be as per the Conditions of the Service. Travel may be necessary as approved by the Dean.

Direct reports

None

Approved by Management Board/HRC:	13th meeting
Date approved:	05.12.2022
Reviewed:	