



TERMS OF REFERENCE

Position Title	Senior/Deputy Chief Human Resource Officer
Position Level	Pay Scale 7/6 of the Conditions of Service
Position Status	Regular
Reports to	Registrar

Job purpose

Under the supervision of the Registrar, the Senior/Deputy Chief Human Resource Officer is responsible for a wide range of HR management tasks and services. The Senior/Deputy Chief HR Officer works in close collaboration with the Head of Departments and Divisions to successfully deliver HR management services to help create a robust and sustainable Human Resource Management system, staff Well-being services, and to undertake strategic HR planning to meet the HR needs of the JSW Law based on emerging situations.

Duties and responsibilities

The duties are as follows:

- i. Coordinate review and recommend revisions to the Conditions of Service (CoS) in line with the Goal of Becoming an 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 and mentor subordinates within the HR Division, and other staff in consultation with the immediate supervisors;
- 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 Long-Term Goal and Five Year Plan HRD plan documents;
- xi. Monitor the performance and effectiveness of the existing staff and initiate activities for continuous improvement;
- xii. Enhancement and management of the JSW Law Staff Welfare Scheme;
- xiii. Perform other duties as assigned by the Supervisor from time to time.

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

- i. Institutionalising 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;
- vii. Be the focal person for the Integrity Vetting System (IVS), and Asset Declaration Administrator (ADA) as per the ACC Mandates.

Qualifications and Experience

The candidate must possess the following qualifications and experience:

- i. Minimum of bachelor's degree in a related field, most preferably Human Resource Management;
- ii. Minimum of four years of experience as a Human Resource Officer;
- iii. Training in related areas of Human Resource Planning/Employment and Management;
- iv. Management skills;
- v. Good communication skills in both Dzongkha and English.

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 Registrar.

Direct reports

Assistant HRO/HRO

Approved by Management Board/HRC:	13th meeting
Date approved:	05.12.2022
Reviewed:	18th Meeting 25th Meeting (Final)

This job description will be reviewed annually and updated as often as necessary.

Note: The position level will be determined based on the relevant experience of candidates.