**Post Title : Human Resource Specialist**

**Duty Location : Corporate Office, RICB, Thimphu**

**Type of Employment : Contract**

**Duration of Contract : 3 years**

**Reporting to : Chief Executive Officer**

1. **Background**

The Royal Insurance Corporation of Bhutan Ltd (RICB) is a listed non-banking financial institution and the largest insurance company in Bhutan. It has 27 branch offices spread across the country with Corporate Office at Thimphu with 444 employees. Its core businesses are:

1. Credit operations;
2. Life and General Insurance;
3. Reinsurance business;
4. Private Provident Fund;
5. Group Insurance;
6. Annuity business; and
7. Securities broking.

The company has been mandated by the Royal Charter to provide security and protection to Bhutan and the Bhutanese. The current data in-country covers 366 billion worth of risk, with 604,845 lives and 57,865 properties.

The RICB seeks a qualified Human Resources (HR) expert to lead and manage the HR Division. The HR Specialist will be responsible for managing RICB’s entire workforce and advise the Chief Executive Officer on HR related issues. The expected outcome upon completion of this project is for RICB to have a fully functional HR Division and HR system in place to successfully manage its workforce and the environment in which it operates. The Specialist is expected to contribute to the improved performance of RICBians, through effective translation of company’s mandates, strategies and plans into outputs and outcomes. This will ensure the delivery of effective services and development outcomes resulting in high public confidence and positive customer experiences.

1. **Objectives**

2.1 Driving productivity, competence and efficiency in RICB;

2.2 Develop Human Resource Management policies and guidelines to ensure continuous improvement of the HR processes to optimize operational efficiencies; and

2.3 To successfully transfer skills and knowledge to RICB employees.

1. **Terms of reference**

The RICB 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 specialist will be, among others, the following:

3.1 The Human Resources (HR) specialist shall lead and manage the HR Division and report directly to the Chief Executive Officer. The HR Specialist will be responsible for managing RICB’s entire workforce and advise the CEO on HR related issues;

3.2 Provide leadership and management of HR Division under the guidance of the CEO;

3.3 Review and develop Human Resources Management policies (Recruitment, staffing, compensation, Performance Management Systems, succession plan and retention) and guidelines to ensure continuous improvement of the HR processes to optimize operational efficiencies;

3.4 Review and develop a robust organizational structure supported by appropriate manpower plans to ensure that the business objectives are realized;

3.5 Promote leadership development and proper succession plans for key position in the company;

3.6 Inculcate and ensure performance culture in the company by implementing Performance Management Systems and relevant policies issued by the Board;

3.7 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;

3.8 Undertake Training Needs Assessments to determine what training needs to be provided to help individuals and the organization accomplish their goals and objectives;

3.9 Undertake Employee Engagement Survey to understand the motivation level of employees for efficient operation of the company and implement measures and interventions;

3.10 Implement the Service Rules and Regulations approved by the Board for day to day management of the company;

3.11 Foster a corporate culture that promotes ethical practices and encourages individual integrity, effectiveness and social responsibility; and

3.12 Perform such other assignments, as required by the Board and the Management.

1. **Deliverables**
   1. As the Human Resource (HR) specialist, his/her key tasks are to manage the HR Division and amongst others advise management on the human resources policies and procedures along with the development, revising, and implementing HR policies and procedures;
   2. HR Manual /Employee handbook on:
      1. Staff ToRs.
      2. HR guidelines and forms.
      3. Training Plan for employee development and training including Board of Directors.
   3. Review and improve Enterprise Information System (EIS)/Human Resource Information System (HRIS).
2. **Required qualification, skills and experience**

5.1 Minimum bachelor’s degree with Postgraduate/Advanced Degree (Master’s Degree, MBA or equivalent) in Human Resources Management from a recognized and reputable institution;

5.2 Minimum 10 years of experience in Human Resources Management (HRM);

5.3 Advanced competencies in establishing HR systems and HR recruitment strategies;

5.4 Development and workforce planning, writing job descriptions and contract management;

5.5 Extensive experience in the conduct of organizational/personnel assessments, capacity needs;

5.6 Assessments on training activities and capacity building;

5.7 Proven experience in providing HR advice to senior-level managers;

5.8 Strong interpersonal, oral and written communications skills;

5.9 Analytical, good decision-making and team building skills; and

5.10 Leadership and management skills.

1. **Remuneration**

Basic salary – Nu.70,000

Contract allowance – Maximum 75% of the basic salary. Negotiable based on experience.

Other benefits as per service rules of the company.