

**ROYAL GOVERNMENT OF BHUTAN
ROYAL UNIVERSITY OF BHUTAN**

POSITION PROFILE

1. JOB IDENTIFICATION

- 1.1 Position Title: Assistant Administrative Officer**
- 1.2 Position Level: 8**
- 1.3 Occupational Group: Professional Position**
- 1.6 College/OVC: College of Science and Technology**

2. MAIN PURPOSE OF THE POSITION:

- To carry out duties and responsibilities for **Administration services, HR Services and Procurement Services**

3. GENERAL ROLES AND RESPONSIBILITIES: *(Use Representative Work Activities as provided in Position Directory)*

Administration Services

- 3.1 Organise activities related to personal administration, property management/ maintenance, budget requirements, procurement of office materials etc.;
- 3.2 Assist in the preparation of annual operation plan for the administrative unit;
- 3.3 Assist in the coordination of important organizational activities such as consecration, foundation day, national events, luncheons and VIP visits, as and when required;
- 3.4 Carry out roles and responsibilities of HR and procurement in Colleges;
- 3.5 Coordinate management of vehicles and its movements in the case of OVC;
- 3.6 Organise meetings, workshops and related sessions in the area of administration and management; and
- 3.7 Carry out any other task assigned by the Supervisors.

HR Services

- 3.8 Assist in implementing human resource rules and regulations;
- 3.9 Compile, verify documents and information with regard to human resource management and development;
- 3.10 Assist the implementation of human resource development programmes as per the development plans;
- 3.11 Maintain up to date statistical information on human resources of the University/ College/OVC.
- 3.12 Maintain up-to-date personal files of all staff;
- 3.13 Provide information on human resource to the management when required;
- 3.14 Provide clarification on Human Resource Rules and Regulations to other staff whenever necessary;

- 3.15 Assist in coordination of HR committee meetings, interviews, trainings, workshops etc., including drafting of announcements, minutes of meetings, reports and proposals; and
- 3.16 Carry out any other task as it may be assigned from time to time.

Procurement Services

- 3.17 Understand and implement policies, standards and guidelines related to procurement of works, services and goods;
- 3.18 Assist in preparing reports and maintaining records of the properties;
- 3.19 Support the management of supplies in the University;
- 3.20 Plan and initiate any activities that shall have positive impact on improving supply management in the University;
- 3.21 Carry out all necessary activities related to procurement of goods, services and works;
- 3.22 Organise committee meetings related to procurement of goods, services and works; and
- 3.23 Carry out any other tasks assigned by the superiors.

- 4. SPECIFIC ROLES AND RESPONSIBILITIES:** *(Provide list other specific task that is not*
- Carry our all HR activities
 - Administer support staff
 - Carry out activities of the college related to the purchase of goods, works and services.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS *(Use KSA and Position Profile Matrix in Position Directory as a guide):*

5.1 Education: Bachelor (General)

5.2 Experience: Not required. However, extra points will be given for having experience in relevant field.

5.3 Knowledge Skills and Abilities *(Use KSA in Position Directory):*

Professional	<p>Conversant in the area of responsibilities both in terms of technical knowhow and changing environment.</p> <p>Good communications skills both in terms of written and speaking.</p> <p>Sound analytical skills with knowledge in planning, management and execution of projects and activities.</p> <p>Ability to keep up-to-date information in the area of responsibilities and provide timely information for informed decision-making.</p> <p>Ability to work in teams and ready to work beyond working hours.</p>
---------------------	--