

Terms of Reference (ToR) for Quality Control Assistant

Background

State Mining Corporation Limited (SMCL) is the newest subsidiary company of the Druk Holding and Investments (DHI). It is incorporated under the Companies Act of Kingdom of Bhutan on 31st December, 2014. Its primary mandate is to explore mineral resources and carry out mining activities for both export and serving the local industries. SMCL has its registered Office at Samtse.

Overall Responsibilities

The Quality Control Assistant shall work under the supervision of the Mines Supervisor and shall carry out all functions specified in this ToR.

Specific Responsibilities

He /she shall perform the following specific responsibilities:-

1. Strictly monitor the quality of the coal at the mine site;
2. Ensure that the workers do not mix or dilute the coal with other materials;
3. Report the daily progress and observation of the coal at site;
4. Ensure use of appropriate tools and technique for extraction by the workers at the site and; and
5. Liaise with other staff at the site and the contractor.

Educational and Experience Criteria

He /she should have:

- 1) Class XII passed with basic knowledge in Computer Application

Personal attributes

Additionally he /she should have:

- A reasonable level of physical fitness.
- The ability to use your initiative and make quick decisions, for example to deal with unexpected situations or in an emergency.
- High integrity/ethics.

Documents Required

- a) SMCL Application Form clearly indicating the post applied for.
- b) Curriculum Vitae (CV).
- c) Academic Transcripts
- d) Security Clearance Certificate
- e) Medical Fitness Certificate
- f) Citizenship Identity Card
- g) Others, if any.

Employment Type

Regular.

Salary & Others Benefits

Salary and benefits shall be fixed within the existing SMCL pay scales and in line with the SMC Service Rules.