





འཕུལ་ཁམས་སྲིད་གཏེར་ལས་འཛིན་ཚོང་།

State Mining Corporation Limited



- e. Encouraging and building mutual trust, respect, and cooperation among team members.
- f. Always cooperate and work as a team with shared goals and objectives.
- g. Support and follow corporate policy and processes at all times.
- h. Represent the company and its shareholders in a favourable manner at all times.
- i. Act with the highest level of professionalism, integrity, and ethical character at all times.
- j. Timely submission of reports and information to Corporate Office.

### **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- a. Do not operate the equipment which is/are not familiar/trained and authorized.
- b. Read the instruction/ask staff who can read and guide whenever you are issued with/use new appliances, disinfectants and other chemicals.
- c. Must wear protective gears at all times.
- d. Immediately report any accidents, risks and hazards to supervisor and take appropriate action
- e. Take actions to avoid potential hazards or obstructions, such as utility lines, other equipment, other workers, or falling objects.
- f. Monitor operations to ensure that health and safety standards are met.

### **Working Environment**

- a. Will have to work beyond normal hours and shall subject to pressure to meet deadline and the targets.
- b. The overtime allowance shall be provided as per the existing norms of HR Regulations of SMCL. However, every overtime work must be verified by the supervisor at site and endorsed by the Head of the Division.
- c. Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- d. Must work in all weather conditions and be prepared for both extreme heat and cold May at times be exposed to dangerous and/or toxic substances and must take necessary precautions to protect eyes, nose and skin from irritation and infection.
- e. In addition to his/her responsibilities, the employee will be multitasked and have to perform multiple functions as and when necessary.

### **Confidentiality**

- a. All machineries, gadgets, systems, documents and information at the office and sites shall belong to the Company and shall be protected and not disclose to outsiders.
- b. Shall not share any information or documents to outsiders without the permission of the concerned official.
- c. Shall not bring any outsiders/strangers in the office or to the site and give access to company's facilities and properties.



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State Mining Corporation Limited



### Education and experience

He/she must/should have:

- Class X- 50% (English+best four subjects).
- Experience required – Fresh
- Preference shall be given to candidates with experience in relevant field.

### Knowledge, skills and abilities

He/she should have:

- Good computer literacy (MS Office, Excel, Power Point)
- Excellent organisation skills.
- Self-discipline/ability to work independently.
- Proven ability to work under pressure.
- Ability to prioritize workload.
- Professional telephone manner.
- Good written and oral communication skills.
- Honesty and reliability.
- Attention to detail.

### Type of employment

Contract (till 31/12/2020)

### Position, Grade, Salary and Other benefits

- Position : Sales Assistant
- Grade : O7
- Basic Pay : 11,580.00-290.00-20,280.00
- Allowances :
  - Contract Allowance: 30% of the basic pay.
  - MPI : 20% of basic pay (5% to be paid at the end of the year based on performance).
  - PBVP : 15% of the basic pay (to be paid at the end of the year based on individual performance)
  - And any other allowances as per HR manual of the company

### 10. Documents Required

- SMCL application form.
- Curriculum Vitae (CV) clearly indicating requirements referred to above.
- Relevant Training Certificates
- Other documents required:
  - Copy of Academic Transcripts and Certificates (X).
  - Valid Security Clearance Certificate approved online.
  - Medical Certificate (maximum 6 months validity).
  - A Copy of Citizenship Identity Card.
  - Work experience certificate from the employer (if employed).
  - Separation Order/Last Promotion Order/certified last pay slip (if employed).
- If currently employed, the applicant should produce the following documents if he/she gets selected:
  - No Objection Certificate from the employer.
  - Audit Clearance.



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State Mining Corporation Limited



**Application Deadline**

The last date for submission of the application is **6<sup>th</sup> March, 2020**. It must be submitted to the HRAD in hard copy during office hours.

Declaration of Confirmation:

I, \_\_\_\_\_, hereby acknowledge the receipt of the Sales Assistant's job description for State Mining Corporation Limited. It is my responsibility to review this job description and ensure that I am familiar with its contents and comply with all requirements, duties, rules and procedures.

...(legal stamp)...

(Name).....

CID. No. ....

Place: .....

Date: .....

***Note: The statements provided above are intended to describe the general nature and level of work that an employee shall perform and is not a complete list of responsibilities, duties, and skills required.***