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State Mining Corporation Limited



Terms of Reference for Weigh Bridge Assistant

Background

State Mining Corporation Limited (SMC) is the newest subsidiary company of the Druk Holding and Investments (DHI). It was 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 town.

Overall Responsibilities

To operate and ensure the smooth running of the weighbridge facility, to fulfill customer requirements in the supply of high quality product (coal and aggregates). Responsible for ensuring that all legal obligations required by the relevant acts and rules and regulations of the Road Safety and Transport Authority of Bhutan, Ministry of Finance, Ministry of Economic Affairs and other relevant agencies.

Specific Responsibilities

He/she shall perform the following specific responsibilities:

- a. Operating the weighbridge facility in accordance to H & S and all legal requirements.
- b. Direct traffic coming onto site and operate weighbridge, recording all vehicles entering/leaving the site.
- c. Processing delivery notes timely and in accordance with legal requirements.
- d. Record weights and waste type by vehicle, completing appropriate documentation and collect driver signature, etc. for accounting purpose.
- e. Maintain the weighbridge and general area of the weigh bridge including office in a clean, tidy and hazard free condition.
- f. Maintaining and developing effective relationships with all customers including all other areas of the company e.g. Sales.
- g. Liaising with the Sales Dept., the customer and the site plants or any other area to ensure that orders are processed timely and that the materials are made ready for delivery.
- h. Accurate logistical planning to ensure accurate delivery of goods e.g. correct location and time to maximize revenue and preventing financial loss to the company.
- i. Act as first point of contact for a customer to resolve any issues/problems with the delivery of the goods e.g. if delivered too late, and reporting/recording accordingly.
- j. Collect signed customer receipts from the hauler once the goods have been delivered.
- k. Maintain accurate record keeping of all company books, goods dispatched/delivered.
- l. Once receipts collected liaising/communicating with Accounts Dept. for any queries.
- m. Assist with general administrative duties and customer services.
- n. Providing Duty of Care for the vehicles entering site.
- o. Any other such work assigned by the Supervisor.



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Management

- a. Monitoring and controlling resources and overseeing the spending of money.
- b. Developing specific goals and plans to prioritize, organize, and accomplish your work.
- c. Using relevant information and individual judgment to determine whether events or processes comply with laws, regulations, or standards.
- d. Developing constructive and cooperative working relationships with others, and maintaining them over time.
- 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. 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.
- c. Must work in all weather conditions and be prepared for both extreme heat and cold
- d. 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.

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.

Education and experience

He/she must/should have:

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

Knowledge, skills and abilities

He/she should have:

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

Type of employment

Regular

Position, Grade, Salary and Other benefits

- a. Position : Weigh Bridge Assistant
- b. Grade : O3
- c. Basic Pay: Nu. 16,955.00-425.00-29,705.00
- d. Allowances :
 - a. Corporate Allowance: 20% of the basic pay.
 - b. MPI : 20% of basic pay (5% to be paid at the end of the year based on performance).
 - c. PBVP : 15% of the basic pay (to be paid at the end of the year based on individual performance)
 - d. And any other allowances as per HR manual of the company

10. Documents Required

- 1. SMCL application form.
- 2. Curriculum Vitae (CV) clearly indicating requirements referred to above.
- 3. Relevant Training Certificates
- 4. Other documents required:
 - a. Copy of Academic Transcripts and Certificates (XII & X).
 - b. Valid Security Clearance Certificate approved online.
 - c. Medical Certificate (maximum 6 months validity).
 - d. A Copy of Citizenship Identity Card.
 - e. Work experience certificate from the employer (if employed).



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f. Separation Order/Last Promotion Order/certified last pay slip (if employed).

5. If currently employed, the applicant should produce the following documents if he/she gets selected:
- a. No Objection Certificate from the employer.
 - b. Audit Clearance.

Application Deadline

The last date for submission of the application is **6th 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 Weigh Bridge 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.