



## Terms of Reference for Labour Officer (LO)

Besides the job description of Labour Officer mentioned in the RCSC, the Labour Officer shall:

- a) Facilitate the implementation of Thimphu Thromde Workforce Service Rules (TTWSR) by providing information, advice and guidance to employers and employees
- b) Resolve the labour disputes and assess the parties to reach the resolutions by mediating
- c) Report to the management on the results of inspections and of any defects and problems in workplaces
- d) Maintain and update the service book of the employees
- e) Update the increment as per the pay scale of the workforce
- f) Verify and monitor the leave records of the employees for leave encashment maintained by the Supervisor
- g) Ensure that the amenities are issued as per requirement
- h) Liaise with relevant division heads for matters related to resignation, replacement, leave and other HR matters of the workforce
- i) Any other task assigned by the agency

