

DE-SUUNG  
Guardians of Peace



**De-suung**  
**Administration Officer**

**Terms Of Reference**

2021

## 1. Overall JOB DESCRIPTION

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Designation: Administration Officer  
Division: Administration and Support Division  
Reports to: Director General  
Duty Station: De-suung Headquarter, Thimphu  
Education: Bachelor's Degree/ Masters in Commerce/Business  
Administration/Management/ Human Resources  
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## 2. JOB RESPONSIBILITY

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His/her responsibilities shall be to:

- Ensure overall administration & management of the organization is done according to the rules and regulations.
  - Ensure maintenance of office structure, IT equipment, telephone/communications and other equipment and supplies.
  - Ensure inventory of office property like fixed assets, equipment, furniture, office supplies etc are well maintained.
  - Ensure cleanliness and decorum of the office premises including working rooms, toilets, parking and areas surrounding the office building.
  - Monitor and guide other subordinates reporting to him/her; to effectively carry out the administration, property management/maintenance, etc.;
  - Ensure all recruitments are done as per the recruitment policy of the institution.
  - Preparing SOPs and TORs for De-suung employees and De-suups as and when required.
  - Prepare MOUs with relevant agencies and submit to Director General and relevant authorities for signing.
  - Ensure effective coordination with different Divisions & Departments in organizing
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various activities as and when required.

- Ensure attendance of employees are maintained on a daily basis.
  - Ensure attendance of De-suups receiving Druk Gyalpo Relief Kidu (DGRK) are maintained daily/weekly/monthly and forward to DGRK for release of fund to the individual De-suups.
  - Any other related duties and responsibilities assigned by Director General.
  - Lead and guide De-suup volunteers for all HR and Administration related requirements to support teaching and learning environment.
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