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## Terms of Reference (ToR) for HR/Communication Officer

**Position Title:** HR/Communication Officer

**Organization:** Ability Bhutan Society (ABS)

**Location:** Thimphu, Bhutan

**Employment Type:** Regular

**Reporting To:** Executive Director/Program Manager

**Objective:** The HR/Communication Officer will play a dual role in ensuring effective human resource management within the organization while also enhancing its visibility and communication efforts. The officer will support recruitment, staff development, HR policy implementation, and performance management, while also managing internal and external communication, media relations, and visibility materials. The role requires excellent organizational, communication, and interpersonal skills, with sensitivity to working with children with disabilities

### Responsibilities and Task:

- Manage the full recruitment cycle, including job postings, candidate shortlisting, interviews, and final selection.
  - Facilitate onboarding and orientation programs to ensure a smooth integration for new employees.
  - Support the execution of performance appraisal systems to ensure alignment with organizational goals.
  - Identify and address training and development needs, organizing workshops and learning opportunities.
  - Ensure compliance with relevant labor laws, the Civil Society Organization Act, and organizational policies.
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## ABILITY BHUTAN SOCIETY

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- Engage national and international volunteers in impactful activities that align with the organization's mission and objectives.
- Create engaging content (stories, articles, social media posts, newsletters, brochures, etc.) to highlight the organization's work with children with disabilities.
- Maintain and regularly update the organization's website and social media platforms.
- Develop and share communication materials such as press releases, annual reports, newsletters, and success stories to raise awareness about disability issues.
- Manage media and online presence, including websites, social media, and publications, to promote activities and updates.
- Represent Ability Bhutan Society at national and international conferences, meetings, and workshops.
- Develop project proposals and grant applications for funding.
- Support in planning, coordinating, and documenting events such as workshops, trainings, advocacy campaigns, and stakeholder meetings.
- Take photos, videos, and maintain an organized archive of visual assets.
- Develop and edit reports, publications, and visibility materials.
- Manage the development, production, and distribution of promotional materials for the Foundation, such as annual report, spring update, e-newsletters, brochures etc.
- Any other task assigned by management.



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## ABILITY BHUTAN SOCIETY

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### Required Qualifications, Skills and Experience

- Bachelor's Degree in Communication, Digital Marketing, Media Studies, Journalism, or a related field.
- 1-2 years of hands-on experience in communication/ marketing field
- Experience in developing communication materials, managing social media platforms, and engaging with media.
- Strong writing, editing, and visual storytelling skills.
- Photography and basic graphic design skills are an advantage.
- Proficiency in social media management tools and design software (Canva, Adobe, other graphic designing software etc.).

**Grade/Pay Scale Placement: P5/Nu.20, 995-420- Nu. 27, 295**