

MENJONG SORIG PHARMACEUTICALS CORPORATION LIMITED

Terms of Reference

for

Production Assistant

Background

Menjong Sorig Pharmaceuticals Corporation Limited (MSPCL), a DHI owned company is mandated to manufacture essential traditional medicines required for the effective delivery of traditional medicine services under the Ministry of Health and research and develop other health promoting natural products. MSPCL's corporate head office is at Kawangjansa, Thimphu.

Overall Job Description

The Production Assistant is responsible for assisting and supporting the overall production process. He/ shall assist production supervisors and team members in various tasks to ensure efficiency and meet production targets. He or she will be placed under Production Division and report directly to the General Manager, Production Division.

Specific Responsibilities

- Prepare individual work plan
- Assist production of Tablet, Pills, Capsule, Ointment, Syrups, Extraction, Powder etc.
- Carry out packaging and labeling of traditional Medicines and herbal products.
- Indent packaging materials and labels
- Assist taking of products after physical verification as per the respective product BMRs from different sections for packaging and labeling.
- Assist maintenance team in the maintenance of production machineries
- Keep working area clean.
- Label products in the quarantines and facilitate sampling and QC release.
- Clean equipments and maintain cleaning record and log book.
- Inform supervisor in the event of machine break down and malfunctioning
- Assist implementation of Pest Control Program in the working areas.
- Assist report compilation of Production processes.
- Accompany collection team in the collection of medicinal plants in the fields.
- Segregate waste properly in the designated bins and ensure disposal from the process line.
- Carry out overtime work when necessary as and when instructed by management.

- Any other work as assigned by the management.

Qualifications and experience criteria

- Class 12 passed
- Preferably some experience in a manufacturing and production environment and operation of machinery and equipment

Skills, Knowledge & Attributes Required

- Must be resourceful and able to work independently with minimal supervision.
- Impeccable integrity and work ethics and the ability to meet the deadlines.
- Good communication skills

Other Requirements

- Academic transcripts (Class XII & any other certificates);
- Copy of up-to-date resume;
- Copy of Security Clearance Certificate;
- Copy of Citizenship Identity Card copy;
- Copy of Recent Medical fitness certificate;

Employment Type

- Regular.
- Entry Grade 15 as per MSPCL SRR

Salary & Others Benefits

- Pay scale of Nu: 13,375-335-20,075
- Corporate Allowance: 20% of basic pay
- Fixed Allowance: 60% (Nu. 8,025)
- Other benefits as per the SRR of the Company