

TERMS OF REFERENCE

Vacancy No: BDFL/2016/001

Position: Deputy General Manager, Administration and Finance

1) Overall job responsibilities

Deputy General Manager Administration and Finance will be responsible for the overall finance and administration functions including Human Resources (HR), formulate Finance, administration and HR plans and policies and support other business process of BDFL. The employee shall report to the CEO.

2) Specific Responsibilities

- a) General office administration of BDFL
- b) Prepare Service Manual and HRD master plan
- c) Oversee the preparation of annual budget and implement the budget;
- d) Oversee procurement and management of stores.
- e) Analyze the employee information, productivity measures and develop strategies/plans.
- f) Prepare job description manual of all positions based on the approved organization structure
- g) Develop and implement PMS
- h) Identify and rationalize career and training opportunities/ needs
- i) Create and maintain an inventory of equipment and goods
- j) Ensure all HR data of employees are maintained current and up-to-date.
- k) Carry out the tendering/procurement of goods and other administrative works
- l) Carry out such other works as required by the management.
- m) Keep record of the Board Meetings and draft Minutes and track follow up action of the decision of the Board.
- n) Any other works as may be assigned from time to time.

3) Education & Experience Criteria

- a. Must have minimum of bachelor degree in relevant field with a aggregate score of at least 60% at the degree level and not less than 65% at class XII and X level. Candidate with PGDFM/ PGDA, post graduate/professional degree in relevant field shall be preferred.
- b. Must have more than 5 years of experience in Administration and Finance in a corporate, Government agencies or a Start-up Company.
- c. Good knowledge and experience on finance and administration and HRA management.
- d. Computer literate.
- e. Ability to work as a team members, and good presentation skills with flexible working hours.

4) Personal Specifications, Attributes & competencies

- a. High integrity
- b. Strong interpersonal and negotiating ability
- c. Critical thinking and problem solving

- d. Planning and organizing skill.
- e. Performance focused
- f. Good communication skill.

5) Other requirements

- 1) BDFL application form indicating clearly the post applied for
- 2) Curriculum Vitae (CV) clearly indicating requirements referred to above
- 3) 2 referrals/recommendation letters from non-family related referees
- 4) Copies of
 - a. Degree certificates
 - b. Academic transcripts
 - c. Security Clearance Certificate (online)
 - d. Medical Fitness Certificate
 - e. Citizenship Identity Card (CID), and
 - f. No Objection Certificate (If employed)

6) Employment type

Regular/ contract

7) Salary and other benefits

- a. BDFL Grade- 4
- b. Pay scale - 25,555 - 640 - 38,355.
- c. Corporate allowance 25% of the basic pay.
- d. Contract Allowance (for employees appointed on contract only) 30% of the basic pay.
- e. Other benefits and allowances as per BDFL Service Rules.

TERMS OF REFERENCE

Vacancy No: BDFL/2016/002

Position: Manager Finance

1) Job description

The Finance Officer under the supervisor of General Manager, Finance and Administration will be responsible for all finance and accounts of the company.

2) Specific Responsibilities

- a) To prepare annual budget with clear forecast for income and expenditures.
- b) Maintain books of accounts as per BAS
- c) Prepare monthly, quarterly, half yearly and annual trial balance, P/L account and state of affairs of the company as per BAS.
- d) Carry out bank reconciliation
- e) Maintain and monitor sales and purchase accounts
- f) Disburse payments and other remittances
- g) Coordinate with AFD and clear all utilities bills on time
- h) Liaise with RAA and attend auditors and provide support to have the accounts audited on time.
- i) File Returns with Tax Authorities and Registrar of Companies.
- j) Any other works related to accounts and others as may be required from time to time.

3) Education & Experience Criteria

He/She must/should have:

- a) At least Bachelors degree in Accounting, commerce, economics with advance degree in accounting with a minimum aggregate of 65% and not less than 65% at class XII and X level. Previous experience in similar environment will be an added advantage.
- b) Experience in handling accounts independently in a commercial and computerized environment.

4) Person Specifications & Attributes

Additionally, he/she must have

- a) High integrity
- b) Willingness to work a flexible schedule.
- c) Capable of multitasking and work as a team.

5) Other requirements

- 1) BDFL application form indicating clearly the post applied for
- 2) Curriculum Vitae (CV) clearly indicating requirements referred to above
- 3) 2 referrals/recommendation letters from non-family related referees
- 4) Copies of
 - a. Certificates
 - b. Academic transcripts
 - c. Security Clearance Certificate (online)

- d. Medical Fitness Certificate
- e. Citizenship Identity Card (CID), and
- f. No Objection Certificate, If employed

6) Employment type

Regular

7) Salary & Other benefits

- a. BDFL Grade - 8
- b. Pay scale 15,535 – 390- 23,335.
- c. Corporate allowance 25% of the basic pay.
- d. Contract Allowance (for employees appointed on contract only) 30% of the basic pay.
- e. Other benefits and allowances as per BDFL Service Rule.

TERMS OF REFERENCE

Vacancy No: BDFL/2016/007

Position: Executive Secretary to the CEO

1) Overall job responsibilities

The Executive secretary shall be fully responsible to provide secretarial support s to the Chief Executive Officer and other related works.

2) Specific Responsibilities

He/She shall:

1. Draft, transcribe and distribute talking points, agenda and minutes of the meetings of meeting of the CEO;
2. Draft correspondences and proposals to be signed by the CEO
3. Create and maintain calendar of schedules, events and meetings for the CEO
4. Setup and coordinate CEO meetings and business events
5. Receive/meet and greet clients and official guests in appropriate manner
6. Prepare and maintain CEO's budget/expense report
7. Attend to telephone calls and handle callers in an appropriate manner
8. Receive, sign for and acknowledge the receipt of postal packages
9. Perform general secretarial duties including, but not limited to photocopying, faxing and mailing, filing and other documentation.
10. Coordinate/liaise with other staff to follow-up on deadline required by the CEO
11. Perform such other tasks, as assigned by the CEO.

3) Education & Experience Criteria

The applicant should have

1. Minimum class XII passed with 55% in class XII and computer/Secretarial/Officer management training from a recognized training institution and an experience of two three years in similar position. or
2. Bachelor's degree in any discipline with a minimum of 55% aggregate. Min. aggregate of 55% in class XII (5 best subjects including English) and 60% in class X, computer training from a recognized institution.

4) Personal Specifications & Attributes

Additionally the applicant must be/have

1. Knowledge and skills and experience in verbal and written communication in Dzongkha, English and other local/regional languages.
2. Ability to type 40-50 WPM
3. Ability to read, write and compute effectively
4. Strong ability to organize and prioritize workloads and meet deadlines
5. High integrity/ethics and the ability to meet the deadlines.
6. Multi – Tasking capability.
7. Able to work with Flexible time schedule.

5) Other requirements

- 1) BDFL application form indicating clearly the post applied for
- 2) Curriculum Vitae (CV) clearly indicating requirements referred to above
- 3) 2 referrals/recommendation letters from non-family related referees
- 4) Copies of
 - a. Degree certificates
 - b. Academic transcripts
 - c. Security Clearance Certificate (online)
 - d. Medical Fitness Certificate
 - e. Citizenship Identity Card (CID), and
 - f. No Objection Certificate (If employed)

6) Employment type

Regular/Contract

7) Salary and other benefits

- a. BDFL Grade 10
- b. Pay scale - 12,805 - 320- 19,205.
- c. Corporate allowance 25% of the basic pay.
- d. Contract Allowance (for employees appointed on contract only) 30% of the basic pay.
- e. Other benefits and allowances as per BDFL Service Rule.

TERMS OF REFERENCE

Vacancy No: BDFL/2016/006

Position: Manager, Information and Technology

1) Overall job responsibilities

The Manger IT shall be responsible for the planning development and management of IT including the company's website and related services and products. He/She shall work under the supervision of CEO for ICT related services and products.

2) Specific Responsibilities

- a. Support the administration in planning procurement, development and management of IT/ ICT and related services and products.
- b. Develop and maintain company website in a creative and effective manner
- c. Design and maintain strong database of all work/reports of BDFL.
- d. Advise the management on matters relating to ICT/ and how to optimize and integrate use of IT to improve operational efficiencies.
- e. Maintain and update inventory of stores periodically.
- f. Work closely with Administration, Finance, procurement section and consolidate IT management system.
- g. Maintain the security of the system.
- h. Carry out such other works as required by the management.
- i. Attend to trouble shooting and ensure that the computer system is in operation 24X7.

3) Education & Experience Criteria

- a. At least Bachelor's degree in IT or equivalent in computer application with an aggregate score of not less than 65% for three years course and 55% for four year courses. Minimum of 60% aggregate in four best subjects including English and Dzongkha in class XI and XII.
- b. At least 2-3 years of relevant work experience in a commercial environment.
- c. Proven track record in the relevant work.
- d. Strong analytical skills, good aptitude for learning and keeping updated.
- e. Flexible working hours.

4) Personal Specifications, Attributes & competencies

- a. Good domain knowledge, skills and experience
- b. Ability design website, programme for the business and manage the system effectively.
- c. Strong ability to organize and prioritize workloads and meet deadlines.
- d. High integrity/ ethics and the ability to meet deadlines.

5) Other requirements

- a. BDFL application form indicating clearly the post applied for
- b. Curriculum Vitae (CV) clearly indicating requirements referred to above

- c. 2 referrals/recommendation letters from non-family related referees
- d. Copies of
 - i. Degree certificates
 - ii. Academic transcripts
 - iii. Security Clearance Certificate (online)
 - iv. Medical Fitness Certificate
 - v. Citizenship Identity Card (CID), and
 - vi. No Objection Certificate (If employed)

6) Employment type

Regular/contract

7) Salary and other benefits

- a. BDFL Grade - 8
- b. Pay scale 15,535 – 390- 23,335.
- c. Corporate allowance 25% of the basic pay.
- d. Contract Allowance (for employees appointed on contract only) 30% of the basic pay.
- e. Other benefits and allowances as per BDFL Service Rule.

TERMS OF REFERENCE

Vacancy No: BDFL/2016/003

Position: Manager-Procurement and Stores

1) Overall job responsibilities

The Manger Procurement and Stores shall be responsible for the procurement and store and control of movement of stores at all levels of the company. The employee shall work under the supervision of CEO for procurement and stores related affairs of the company.

2) Specific Responsibilities

- a. Support the management in planning and procurement of goods
- b. Maintain store and control movement of stores and maintain proper physical and financial record of the goods.
- c. Carry out research on the goods available for sale through Duty Free.
- d. Compile demand for goods in collaboration with the Marketing Officer and submit to the management for further action.
- e. Calculate and maintain re-order level for various items and take action to place order to ensure uninterrupted availability of goods.
- f. Carry out periodic analysis of goods to find out the fast and slow moving items and proposal measures to reduce the inventory level of slow moving items.
- g. Monitor the shelf life of goods and propose measures to clear the stock of goods within their shelf life.
- h. Negotiate the price of the goods and other terms and conditions with the suppliers.
- i. Liaise with the suppliers to ensure that goods are delivered on time and payments are made on time.
- j. Carry out physical verification of stores and account for loss/pilferage and fix responsibility and accountability.
- k. Plan and execute the supply of goods to different outlets and ensure that minimum level of stock of goods is available in all outlets at all time
- l. Advise the management on the improvement in the store management system.
- m. Maintain and update inventory of stores periodically.
- n. Ensure that goods are stored properly and proper security maintained at all time.
- o. Carry out such other works as required by the management.
- p. Liaise with DRC for the management and control of bonded warehouse.

3) Education & Experience Criteria

- a. At least Bachelor's degree in business, commerce, accountancy, procurement, economics, and material management with 65% aggregate score and a minimum score of 60% in Class X and XII in best four subjects including English and Dzongkha.
- b. At least 2-3 years of relevant work experience in a commercial environment.
- c. Proven track record in the relevant work
- d. Strong analytical skills, good aptitude for learning and keeping updated.
- e. Flexible working hours.

4) Personal Specifications, Attributes & competencies

- a. Good domain knowledge, skills and experience
- b. Capable of working in computerized environment;
- c. Good written and communication skill in Dzongkha and English.
- d. High integrity/ ethics and the ability to meet deadlines

5) Other requirements

- a. BDFL application form indicating clearly the post applied for
- b. Curriculum Vitae (CV) clearly indicating requirements referred to above
- c. 2 referrals/recommendation letters from non-family related referees
- d. Copies of
 - i. Degree certificates
 - ii. Academic transcripts
 - iii. Security Clearance Certificate (online)
 - iv. Medical Fitness Certificate
 - v. Citizenship Identity Card (CID), and
 - vi. No Objection Certificate (If employed)

6) Employment type

Regular

7) Salary and other benefits

- a. BDFL Grade - 8
- b. Pay scale 15,535 – 390 - 23,335.
- c. Corporate allowance 25% of the basic pay.
- d. Contract Allowance (for employees appointed on contract only) 30% of the basic pay.
- e. Other benefits and allowances as per BDFL Service Rule.

TERMS OF REFERENCE

Vacancy No: BDFL/2016/004

Position: Manger Marketing

1) Overall job responsibilities

Marketing Officer shall be responsible to market the company's goods to institutional customers such as hotels etc. The Marketing Officer shall report to the CEO and other relevant official of the company.

2) Specific Responsibilities

- a. Visit institutional bulk customers of the company and introduce the goods; provide them with information on the products available including the features of the products.
- b. Obtain and compile the demand of the customers and submit to the demand to the Procurement Section for placing order.
- c. Carry out market survey/research on the demand of goods and present to the management for further action.
- d. Draw up marketing strategy and sales promotion plans to increase the volume of sales.
- e. Ensure that the goods requisitioned by customers are firm and are lifted by the customers on arrival.
- f. Make timely delivery of goods to the customers and collect payments.
- g. Closely liaise with the procurement section to fulfill the demand of customers on time.
- h. Attend to the grievances of the customers and plan mitigation measures.

3) Qualification, Age & Experience Criteria

- a. At least a Bachelors' Degree in Commerce, business administration/ Management, Marketing and sales with at least 60% in four core subjects including English. 60% in Class X and XII in four best subject including English and Dzongkha.
- b. Computer literate.
- c. Good written and communication skill in Dzongkha and English and other local /foreign languages.
- d. Good research and presentation skills
- e. Previous experience in marketing of multi brand products may have added advantage.

4) Personal Specifications, Attributes & competencies

- a. High integrity/ ethics and interpersonal skill and capable to work as a team.
- b. Pleasing personality, courteous behavior with flair for marketing.
- c. Good attitude to learning and working in a retailing environment.
- d. Ability operate computer efficiently;
- e. Able to work under pressure and at odd hours.
- f. Able to deal with multicultural customers.
- g. Able to work with flexible schedule.
- h. Always present in a manner befitting the Marketing Officer.
- i. Willing to travel to different places.

5) Other requirements

- a. BDFL application form indicating clearly the post applied for
- b. Curriculum Vitae (CV) clearly indicating requirements referred to above
- c. 2 referrals/recommendation letters from non-family related referees
- d. Copies of
 - i. Degree certificates
 - ii. Academic transcripts
 - iii. Experience certificate
 - iv. Valid Security Clearance Certificate (online)
 - v. Medical Fitness Certificate
 - vi. Citizenship Identity Card (CID), and
 - vii. No Objection Certificate (If employed)

6) Employment type

Regular

7) Salary and other benefits

- a. BDFL Grade - 8
- b. Pay scale 15,535 – 390- 23,335.
- c. Corporate allowance 25% of the basic pay.
- d. Contract Allowance (for employees appointed on contract only) 30% of the basic pay.
- e. Other benefits and allowances as per BDFL Service Rule.

TERMS OF REFERENCE

Vacancy No: BDFL/2016/005

Position: Office Assistant

1) Overall job responsibilities

The Office assistant is responsible for maintain records, undertaking office errands to the banks, other offices, delivering of mail and driving of the office vehicle in a manner that is safe, reliable and efficient. The following are specific responsibilities of the Office assistant.

2) Specific Responsibilities

- a) To ensure that all office mails in coming and out-going are recorded/ delivered on time.
- b) Coordinate with AFD and clear all utilities bills on time
- c) Carry out office errands like processing visa, passport, bank deposit and withdrawals etc.
- d) Maintain inventory of officer equipments, furniture, stationery and other items.
- e) Work as a part time driver, if an office vehicle is allocated.
- f) Attend to any additional task assigned by the Office

3) Education & Experience Criteria

The applicant should have:

- a) Must have a minimum of Class XII pass certificate with a minimum aggregate of 50% and at least 55% in Class X.
- b) Computer literate with ability to compute both in English and Dzongkha.
- c) Good knowledge and experience in carrying out office errands such as deliver of office mails and banking work. Pervious experience will be an advantage.
- d) Driving experience of more than 10 years with authorization for light and medium vehicles.

4) Person Specifications & Attributes

Additionally, the applicant must be/have

- a) High integrity
- b) Good personal hygiene and pleasant disposition
- c) Willingness to work a flexible schedule.
- d) Capable of multitasking

5) Other requirements

- 1) BDFL application form indicating clearly the post applied for
- 2) Curriculum Vitae (CV) clearly indicating requirements referred to above
- 3) 2 referrals/recommendation letters from non-family related referees
- 4) Copies of
 - a. Certificates
 - b. Academic transcripts
 - c. Security Clearance Certificate (online)
 - d. Medical Fitness Certificate

- e. Citizenship Identity Card (CID), and
- f. No Objection Certificate, If employed

6) Employment type

Regular/Contract

7) Salary & Other benefits

- a. BDFL Grade 12
- b. Pay scale - 11,235 - 280- 16,835
- c. Corporate allowance 25% of the basic pay.
- d. Contract Allowance (for employees appointed on contract only) 30% of the basic pay.
- e. Other benefits and allowances as per BDFL Service Rule.

TERMS OF REFERENCE

Vacancy No: BDFL/2016/008

Position: Sales Executive

1) Overall job responsibilities

Sales Executives will be in forefront in a Duty Free outlet and will be the first interface with customers visiting the Duty Free, which would ultimately reflect the image of the company to the outsiders. Therefore, Sales Executives are expected to have extra traits to deal with customers/visitors with courtesy all the times.

2) Specific Responsibilities

- a. Attend to the customers and provide them information on the products available including the features of the products.
- b. Maintain inventory of stock on a daily basis
- c. Accountable for any loss/pilferage of goods in the outlet.
- d. Maintain proper records of sales and sales proceeds.
- e. Maintain cleanliness of the shop at all times.
- f. Hand over the sales proceeds along with details of sales and balance stock to the supervisor at the close of the day.
- g. Maintain cleanliness of the outlet and its surroundings.

3) Qualification & Experience Criteria

- a. Should possess at least Bachelors Degree with at least 50% in four best subjects including English and Dzongkha or other relevant subject and at least 55% in class XII and X in best four subjects including English, Dzongkha
or
Class XII passed with an aggregate of not than 55% in four best subjects including Dzongkha and English and a diploma in sales/marketing/hospitality from a recognized institution.
- b. Computer literate and able to communicate fluently in Dzongkha, English and other local /foreign languages.

4) Personal Specifications, Attributes & competencies

- a. High integrity, ethics, etiquettes and interpersonal skill and capable to work as a team.
- b. Pleasing personality, courteous behavior with flair to be in front desk of a retail outlet.
- c. Good attitude to learning and working in a retailing environment.
- d. Ability operate computer efficiently;
- e. Able to work under pressure and at odd hours.
- f. Able to deal with multicultural customers.
- g. Able to work with flexible schedule.
- h. Always dress and present in a manner befitting Sales Executives.
- i. Maintain high level of personal hygiene and cleanliness of the work place.
- j. Take up assignment/transfer to any place with the Duty Free Outlet.

5) Other requirements

- a. BDFL application form indicating clearly the post applied for
- b. Curriculum Vitae (CV) clearly indicating requirements referred to above
- c. 2 referrals/recommendation letters from non-family related referees

- d. Copies of
 - i. Degree certificates
 - ii. Academic transcripts
 - iii. Character Certificate issued by the school last attended.
 - iv. Valid Security Clearance Certificate (online)
 - v. Medical Fitness Certificate
 - vi. Citizenship Identity Card (CID), and
 - vii. No Objection Certificate (If employed)

6) Employment type

Regular/Contract

7) Salary and other benefits

- a. BDFL Grade 11
- b. Pay scale 11,825 – 295- 17,745.
- c. Corporate allowance 25% of the basic pay.
- d. Contract Allowance (for employees appointed on contract only) 30% of the basic pay.
- e. Other benefits and allowances as per BDFL Service Rule.