

Vacancy for the posts announced on 7th OCT 2016 in Kuensel

Rural Enterprise Development Corporation Ltd (REDCL) is pleased to announce vacancy for the following posts.

1. Qualifications, Experience & Remuneration:

Sl.	Position	Slot	Eligibility Criteria	Remuneration
1	Deputy General Manager (AFD)	1	Minimum qualification Degree in BBA/BCom (hon) Experience in Administration and finance Work experience -7 years or more	Nu. 22,755-570-34,155
2	Legal Counsel/Company Secretary	1	LLB with Certificate in National Law Minimum 5 years experience Banking knowledge (preference)	Nu. 18,635-465-27,935
3	Human Resource and Procurement Officer	1	Minimum qualification Degree in BBA/BCom (Hon) Minimum 5 years experience	Nu. 18,635-465-27,935
4	Personnel Assistant	1	Class 12 pass Minimum 5 years experience	Nu. 11.235-280-16,835

Preference will be given to candidates with

1.b) *Good communication skill in both Dzongkha & English (spoken).*

2.c) *Knowledge in banking*

2. **Documents required:**

7. a) A copy of CID;
8. b) Academic transcripts (Class X, XII and degree);
9. c) Security clearance certificate (valid);
10. d) Medical fitness certificate;
11. e) Curriculum vitae;
12. f) Audit Clearance certificate; and
13. g) No objection certificate from the employer (if employed), upon selection only.

3.3. Note to applicants: *Just meeting the minimum qualification, experience/skills advertised for post does not mean automatic short listing for the interview. A committee shall be formed to shortlist the candidates (certain number to be decided by the committee based on the pool of applicants) through preliminary screening and to conduct due diligence and the interview for shortlisted candidates.***4.**

4. Draft Terms of Reference for the posts announced

7. Deputy General Manager –AFD

5. Duties and responsibilities;

7. a) Oversee the overall affairs of the Division;
8. b) Assist in formulating and developing credit policies and credit manual;
9. c) Assist in preparing yearly budget after seeking budgetary proposals from all Divisions/Departments;
10. d) Implement the guidelines on loan appraisal & evaluation, project financing, sanctions & disbursement;
11. e) Ensure effective implement the delegation of power on –loans and advances;
12. f) Execute loan agreements and documents;
13. g) Implement guidelines on repayment and recoveries;
14. h) Ensure proper calculation and application of interest on loan;
15. i) Implement guidelines on NPA and maintain it as per the target set by the Board from time to time;
16. j) Carry out project appraisal, evaluation and credit rating guidelines;
17. k) Ensure timely delivery of loans;
18. l) Coordinate with FIs and other agencies in management of

- revolving funds;
- 19. m) Monitor and supervise leading Dzongkhag and Gewog-wise and by gender;
- 20. n) Maintain proper documentation system of all loans and assets and project collateral financed by REDCL;
- 21. o) Carry out monthly review of loans and submit reports on progress of project, including aging analysis of loans;
- 22. p) Ensure full disclosure of clients including personal details and details of family members;
- 23. q) Implement and monitor the implementations of programmes and projects;
- 24. r) Promote and facilitate proactive investments in the national interest;
- 25. s) Guide the preparations of monthly, quarterly and annual financial reports;
- 26. t) Carry out daily routine financial and administrative responsibilities; and
- 27. u) Carry out any other functions as per the directives of the CEO/Board.

28. **Sr. Legal Counsel**

6. Duties and Responsibilities:

- 7. Draft standard loan contracts and related documents for revolving fund in consultation with Operations Division;
- 8. Formulate legal policies to prevent credit and legal risks;
- 9. Initiate litigation measures and, embezzlement issues and others in compliance with the Penal Code of Bhutan and Civil and Criminal Procedures Code of Bhutan;
- 10. Provide appropriate legal advisory opinions to the CEO, Board and Shareholders as per the applicable laws of the Kingdom;
- 11. Ensure proper and full compliance with the applicable laws of the Kingdom of Bhutan for REDCL;
- 12. Formulate a suitable alternative dispute resolution mechanism for the non-criminal cases so that litigation shall be minimized and make the recovery cost effective;
- 13. Coordinate, supervise and monitor all activities related to providing end to end legal services to the erstwhile BOIC;
- 14. Represent BOIC in courts/tribunals and coordinate related work with empanelled legal experts;
- 15. Draft letter of undertaking, letter of hypothecation,

contracts/agreements, memorandum of understanding, employment, and power of attorney, letter of consent and employment contracts/agreements, notification for recoveries etc.;

16. Standardize all legal briefs and recovery suits to be submitted to the court for recovery cases;
17. Establish guidelines for recovery in line with the relevant legal provisions in consultations with Director, Operations Department;
18. Ensure that provisions of the internal service rules, regulations and manual and employment act are complied with, by the Human Resource and Administration for internal administrative actions;
19. Act one of the members of the Human Resource Committee to guide HRC in rules and laws pertaining to HR and management issues;
20. Draft provisions for internal administrative disciplinary process and grievance redressal to ensure compliance and decorum within the organization;
21. Oversee and manage the affairs Legal Division;
22. Formulate policies on code of conduct and ethics for the employees;
23. Negotiate with debauching clients and draft agreements and letter of undertakings in the interest of the organization;
24. Provide legal advisory services to CEO, Board and REDCL, including employees;
25. Design appropriate in-house workshops, seminars and trainings for raising legal awareness for employees including code of conduct. Legal experts with experiences in the FIs may be hired for imparting such programs if the organization lacks in-house expertise in the initial stage;
26. Review and wet all MOUs and legal contracts/documents;
27. Provide recommendations on legal issues related to framing and amendment of various policies;
28. Study and advise the management on risks associated with legal and credit exposures;
29. Ensure compliance with all the Acts, rules and regulations, including but not limited to the following :[The Constitution of the Kingdom of Bhutan 2008, Negotiable instrument Act 2000, Financial Services Act 2011, Companies Act, Labour and

Employment Act of Bhutan 2007, National Environmental Act, Penal Code of Bhutan, Civil and Criminal Procedure Code of Bhutan, Movable and Immovable Property Act 1999, The Land Act 2007, The Tenancy Act of Bhutan 2015, Anti Corruption Act 2011, Tax law, the Royal Audit Act 2006, Judicial Service Act of Bhutan 2007, The Bankruptcy Act, The Contract of Bhutan 2013, The Alternative Dispute Resolution Act 2013, and any other laws that pertains to the organization)

30. **Human Resource and Procurement Officer**

7. Duties and Responsibilities:

7. Formulate and implement progress HR policies in consultation with the Legal Counsel;
 8. Develop proper HR plan and strategies to implement the plans and programs;
 9. Draft the internal service rule (in consultation with Legal Counsel) which charts out clearly the rights and obligation as well as maintains a positive and progressive essence in human management;
 10. Draft relevant and accurate terms of reference and job responsibilities;
 11. Carry out recruitment in a transparent and timely manner;
 12. Develop and implement Performance Management System to measure performances. Institute Performance based incentive system (PBIS) and PMS and set performance targets annually in close consultation with Departments and evaluate performance annually:
- 8.ü Identify KPIs for each department;ü KPIs such as loan targets, number of accounts open, NPAs, customer satisfaction for Operation Department;ü KPIs for internal services like response of IT term help desk, procurement efficiencies, training effectiveness and other support services;ü KPIs for Finance Department for timely and accuracy of balance sheets, usefulness of financial data, analysis and MIS to the management and the Board;ü KPIs for HR to include increasing manpower efficiency and reducing headcount through multitasking and automating task; andü Set (i) targets and goals for department through a strategic exercise, (ii) 5 year business strategy plan, (iii) annual budget and activities.
7. Carry out a proper study in organizational structure and staffing

pattern and strength commensurate to evolving needs of the organization;

8. Develop optimum manpower strength in discussion with departments;
 9. Ensure right people for right job;
 10. Ensure all employees, Divisions and Departments have job descriptions and terms of reference;
 11. Assess the workload versus manpower strength;
 12. Develop strategies for rightsizing through recruitment and retrenchment and ensure succession planning;
 13. Implement an effective HR management information system (records of leave, salary, data etc.);
 14. Maintain proper employee records, issue orders and circulars in compliance with the internal service rule;
 15. Carry out any other duties and responsibilities assigned by the CEO/Board from time to time
4. **PA to CEO**
16. Duties and Responsibilities: To proactively manage all aspects of the CEO's schedule to ensure maximum optimization of CEO's resources including and not limited to the following
4. Maintain a comprehensive diary management and keep record of up-to-date new activities;
 5. Prepare meeting requirements, take minutes with all necessary documents and information;
 6. Send and respond to all correspondences;
 7. Efficiently arrange and manage all logistics related to travel and accommodation;
 8. Travel with the CEO to provide assistance during engagements;
 9. Assist in preparation of various presentations for the CEO;
 10. Represent the CEO to third parties internally or externally;
 11. Book meetings;
 12. Note queries directed to the CEO;
 13. Coordinate with team members and guest reception;
 14. Manage all other administration duties in the office;
 15. Manage activities and initiatives designed to assist the CEO;
and
 16. Any other responsibilities assigned by the Management.