

## FOOD CORPORATION OF BHUTAN LIMITED

### VACANCY ANNOUNCEMENT FOR THE POST OF CHIEF EXECUTIVE OFFICER

The Food Corporation of Bhutan Limited's (FCBL) Board is pleased to invite application from the eligible Bhutanese candidates for the post of Chief Executive Officer, FCBL. The application along with the following relevant documents should be submitted to Officiating General Manager, HRAD, FCBL Head Office Phuentsholing, on or before **16 November 2017**, during office hours.

Position	Qualification and Experience	Contract Tenure	Salary and Benefits
Chief Executive Officer	a) Minimum Bachelors Degree b) 15 years work experience, which should include a minimum of 3 years at senior management level (P1A and above for Civil Service and General Manager and above level for Corporations/Private sector).	Initial contract period of 3 years&renewable based on performance.	Basic Salary of Nu. 70,000.00 per month plus allowances (contract and others as per FCBL SRR 2013)

Copies of following documents must be submitted in a sealed envelope clearly marked as “**Application for the position of Chief Executive Officer, FCBL**” on top of the envelope:

1. Covering letter addressed to the Chairman, FCBL Board
2. Application Form (Available on FCBL website)
3. Curriculum Vitae
4. Academic certificates and transcripts
5. CID card
6. Valid Security Clearance
7. Valid Medical Certificate
8. Promotion order or letter from employer certifying the fulfilment of minimum years of work experience at the General Manager or P1A level
9. No Objection Certificate from the current employer
10. Audit Clearance
11. Names and contact details of two referees (one of which should be current or last employer).

Only shortlisted candidates will be contacted for interview. Shortlisted candidates will be required to produce the original documents during the time of interview for verification. The Board Directors of FCBL reserves the right to reject all or any applicants without citing any reasons thereof.

For detailed Terms of Reference, please visit [www.fcbl.bt](http://www.fcbl.bt) or contact Officiating General Manager Human Resources and Administration Department @ 05252505/252241/252104Ext.512 or 17873797 during office hours.

Chairman, FCBL Board

**TERMS OF REFERENCE FOR THE CHIEF EXECUTIVE OFFICER (CEO),  
FOOD CORPORATION OF BHUTAN LIMITED (FCBL).**

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**Overview:**

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Employer:	Food Corporation of Bhutan Limited.
Industry:	Food & Essential food items.
Location:	Phuentsholing, Chhukha.
Position title:	Chief Executive Officer.
Employment Type:	Contract (3-5 years).

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**Introduction:**

Food Corporation of Bhutan Limited (FCBL) was established under the Royal Charter issued by His Majesty the Fourth DrukGyalpoin 1974 to maintain and service National/SAARC food reserve, procure & distribute essential food/commodity, promote trade in agricultural/horticultural produce in the country to ensure National Food Security.

With huge social mandates to serve the *Tsawa Sum*, FCBL operates with its Corporate Head Office based in Phuentsholing with 3 Regional Offices, 23 Depots and 140 Farm shops spread across the country.

**Summary:**

The Chief Executive Officer of FCBL reports to the FCBL Board and will be responsible for overall management of the company. The CEO shall manage the business affairs in the best interest of the company with the guidance and support from Board and in compliance with the laws of the country. In addition to the responsibilities assigned by the FCBL Board from time to time, those stated in The Companies Act of Bhutan 2016 and any amendments/new law(s) thereof, along with the following specific roles and responsibilities of CEO.

**General Responsibilities:**

The Chief Executive Officer is accountable for the *Food Corporation of Bhutan Limited (FCBL)* and shall report to the Board of Directors. He/she shall provide dynamism and leadership and manage the Corporation within its vision, mission, values and strategic objectives.

## **Specific Duties:**

The Chief Executive Officer shall:

1. Manage the day-to-day affairs of the Company to best achieve the targets and goals set by the board.
2. Lead and manage the Company in a manner to sustain the company and increase return on investment and capital employed.
3. Assist the Board in its decision making process in respect of the corporation's strategy, policies, code of conduct, and performance targets, by providing necessary inputs and timely, accurate, substantive and material information including financial information.
4. Ensure that adequate food stock is maintained under National Food Security Reserve (NFSR) and the SAARC Food Security Reserve (SFSR).
5. Ensure that adequate food items are made available in case of natural calamities in any part of the country.
6. Expand of agriculture marketing activities to ensure the sale of agriculture commodities produced in the country.
7. Implement and comply with the Code of Ethics as laid down by the board.
8. Ensure timely conduct of audit and settlement of audit queries; and submit the audited accounts and the reports to the Board, with recommendations on remedial measures if any such as administrative, disciplinary or other actions.
9. Ensure compliance with all regulations and laws.
10. Ensure timely and efficient service to the government and the general public.
11. Set up and implement effective internal control systems commensurate with the business requirement.
12. Ensure timely payments of taxes, dividends and other statutory dues.
13. Interface between Board and employees and between Company and other stakeholders.
14. Advocate and promote organization and stakeholder change related to organization mission.
15. Motivate and develop the human resource of the Company.
16. Maintain a positive work climate that is conducive to attracting, retaining and motivating top quality employees at all levels.
17. Ensure Board Meetings are held timely and Board has sufficient and up-to-date information.
18. Analyse future challenges and opportunities and take proactive action.
19. Formulate policies and plans and recommend to the Board for approval.
20. Implement plans and policies approved by the Board.
21. Manage financial and physical resources diligently.
22. Put in place appropriate management control systems.
23. Ensure timely submission of annual budget, financial statements and reports for consideration by the Board.
24. Develop and implement innovative and robust business strategies to explore opportunities and display a thorough appreciation of the market and industry conditions, risks and anticipated customer needs.
25. Is aware of exposure to risk and takes action to identify, assess, eliminate, isolate or manage the risks associated with a group's work. Ensure team members are aware of the risks and are involved in the procedures for managing them.
26. Notify the Board on the expiry of the term of the Board Directors.

27. Bring to the notice of the Board the following:
  - a) Award of major contracts;
  - b) Any case of misuse of funds or property of the Company;
  - c) Any potential case(s) or litigation, disputes etc;
  - d) Any potential case(s) of risks to the Company;
  - e) Any other matters as stipulated in the Companies Act or any other relevant Act.
28. Act as the spokesperson for the Company.
29. Ensure timely implementation of Government Directives received from time to time.
30. Any other works that may be assigned by Board from time to time.

**Qualification and Experience:**

1. Minimum Bachelor's Degree.
2. Work Experience:
  - a. Civil Service: 15 years work experience, including a minimum of continuous 3 years at senior management level (P1A and above).
  - b. Corporations: 15 years work experience, including a minimum of continuous 3 years at senior management level (GM and above).
  - c. Private Sectors Companies: 15 years work experience, including a minimum of continuous 3 years at senior management level (GM and above).

**Note:** In-service study period of only one and half year will be considered as active service.

**Employment Type and Tenure:**

The Chief Executive Officer shall be initially recruited on contract for a period of 3-5 years, which may be renewed based on performance.

**Salary and Other Benefits:**

Basic Pay	:	Nu. 70,000 per month.
Contract Allowance	:	Maximum of 40% of the Basic Pay
Other Benefits	:	As per FCBL Service Rules and Regulations