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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE
TASHICHO DZONG



MoF/PED/BDFL/2015/1027

31st October 2015

Vacancy Announcement

The Ministry of Finance is pleased to invite application from the eligible Bhutanese candidates for the position of **Chief Executive Officer, Bhutan Duty Free Limited**. The application along with the following documents should be submitted to **Public Enterprise Division, Ministry of Finance, Tashichho Dzong** on or before **18th November 2015**, during office hours.

1. Resume
2. Copies of Academic Transcripts
3. Copy of the Citizenship Identity Card
4. Valid Security Clearance
5. No objection certificate from the parent organization, if employed
6. Name, address and phone number of minimum of 3 professional references (one of which should be current or former employer).

Application along with the copies of documents shall be submitted in a sealed envelope clearly marked as "application **for the position of Chief Executive Officer, Bhutan Duty Free Limited**" on the top of the envelope. Only shortlisted candidates will be contacted for the interview and the original documents should be produced during the interview.

The Board of Directors of the Bhutan Duty Free Limited reserves the right to reject all or any applicant without citing any reason.

For further details, you may contact Public Enterprise Division, Ministry of Finance Tashichho Dzong at **322271** during office hours.

(Chairman)
Bhutan Duty Free Limited



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Terms of Reference for the Chief Executive Officer:

General Responsibilities:

The Chief Executive Officer is accountable for the ***Bhutan Duty Free Limited (BDFL)*** 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 and Responsibilities:

1. Develop mission and vision and recommend strategies and plans to the Board that is consistent with the vision and mission of the company;
2. Lead and manage BDFL within the parameters established by the Board of Directors;
3. Ensure achievement of mandates and objectives of the Corporation as contained in the Article of Incorporation;
4. Make plans for expansion of business within the country and achieve growth;
5. Ensure that financial and operational targets are achieved as determined by the Board from time to time;
6. Safeguard the Corporation's assets and optimize its utilization in the best interests of the shareholders;
7. Build an effective management team, promote professionalism, knowledge and skills of the employees;
8. Develop and maintain a sound and effective organizational structure;
9. Ensure good governance through introduction of appropriate mechanisms of reporting system, audit, monitoring and control;
10. Promote performance driven work culture in the corporation;
11. Set strategic direction for the corporation by developing and implementing Corporate Strategic Plan to provide long-term strategic directions in terms of investment programs, plans, budgets, policies and procedures and setting higher standards;
12. Ensure financial sustainability of the corporation;
13. Develop and maintain corporate policies, financial management guidelines and standards aimed at minimizing costs of operation and maximizing returns to scale;
14. Foster a corporate culture that promotes ethical practice, integrity and a positive work culture enabling the Corporation to attract, motivate and retain quality employees;
15. Ensure a work culture which ensures high standards of transparency, integrity and probity;
16. Provide the required leadership through establishment of effective working relationships with RGoB, Board, Management and employees of the Corporation;
17. Keep the Board fully informed on all matters of significant relevance to the Corporation;
18. Maximize return on investment;
19. Develop Service Rules and Regulations and guidelines; and



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20. Any other work/assignment as may be entrusted by the Board from time to time.

Qualification:

Minimum of Bachelor's Degree in the relevant field namely commerce, economics, Business Management, International Trade and Finance. Candidates with Masters Degree in the relevant field will have added advantage.

Experience:

At least 15 years of work experience with a good track record in the civil service and in corporate sector, have completed at least 4 years in P1 Position Level and above in the civil service or General Manager or equivalent position level in the corporate sector. Experience in business management, marketing and finance and corporate governance would be preferred.

Knowledge, skills and abilities.

The candidate must possess following knowledge, skills and abilities:

1. Good knowledge of business principles and techniques of administration, organization, management and in-depth understanding of the key business issues that exist in the industry.
2. The candidates must have knowledge of strategic and operational planning, economics, marketing, financial and trend in the industry and be computer and IT literate;
3. Good written and verbal communication skills both in Dzongkha and English.
4. Good Negotiating skills
5. Excellent planning and organizing skills
6. Management and leadership skills
7. Be a team player that motivates and educates other members
8. Create and motivate behavioral change in the organization.

Remuneration

The CEO shall be paid remuneration as follows:

- i. Basic Pay: Nu. 70,000/- per month
- ii. Contract Allowance: Up-to 40% of the basic pay
(depending on the experience and qualification)
- iii. Other benefits: As per the Service Rules of the company

Age Limit

The candidates should be less than 55 years as of 1st November, 2015

Terms of Appointment

The appointment shall be on contract for an initial term of 3 (*three*) years extendable for one more term depending on the performance and recommendation of the Board.