

Terms of Reference for Specific Post

1. Fund Councilor

1.1 Job Responsibilities

- Attending and advising the clients on the funds and services of the REDCL.
- Receive Project applications and verifying the documents.
- Ensure full disclosure of clients including personal details and details of immediate family members.
- Registration of the project application into the system and submission of project application to the respective officer for fund analysis.
- Appraisal of the project based on fund manual.
- Scan and upload all pre sanction documents into server portal.
- Compilation of reports on the project application received, appraised, disbursed and documented on monthly basis.
- Ensure efficiency and achievement of targets.
- Maintain proper documentation of fund and all assets and project collateral securities.
- Ensure disbursement of the RF funds.
- Ensure project monitoring and evaluation.
- Must be able to multitask.
- Any other related works assigned by management.

1.2 Education Qualifications

Minimum of Bachelor's Degree in Economics & Commerce or Business Administration.

1.3 Skills/Work experiences

Candidates with relevant work experiences shall have added advantages.

1.4 Remunerations

Starting Basic Salary of Nu.15, 535-390-23,335 plus 25% Corporate allowance and other benefits as per the service rules of REDCL.

2. Project Analyst

2.1 Job responsibilities

- Carry out project appraisal, evaluation and credit rating.

- Assist in compilation of reports.
- Monthly reconciliation of RF funds and submission to the higher authority.
- Assist in preparing yearly budget.
- Ensure efficient delivery of fund, Coordination with FIs and other agencies relating to management of funds.
- Monitoring and inspection of projects as required.
- Ensure efficiency and achievement of targets.
- Maintain proper documentation of fund and all assets and project collateral securities.
- Coordinate, consult and represent REDCL as focal point at all levels of dealings and communication with clients/customers, stakeholder agencies and Government agencies within and outside Bhutan.
- To undertake any other tasks as assigned by the management

2.2 Education Qualifications

Minimum of Bachelor's Degree in Economics & Commerce or Business Administration.

2.3 Skills/Work experiences

Candidates with relevant work experiences shall have added advantages.

2.4 Remunerations

Starting Basic Salary of Nu.15,535-390-23,335 plus 25% Corporate allowance and other benefits as per the service rules of REDCL.

3. ICT Officer

3.1 Job responsibilities

- Develop and implement ICT policies, securities, operation and management.
- Establish an efficient MIS of REDCL.
- Study the in house fund application system and recommend software and applications.

- Support REDCL to provide ONE STOP INFORMATION CENTRE.
- Advice CEO and Management on ICT related matters.
- Provide training and coaching to the users.
- Maintenance of records of all software and hardware system.
- Ensure timely maintenance of the ICT system and keep the system running.
- Multitasking and any other tasks assigned by the supervisor.
- Implement Open source Content Management System (corporate website)
- Implement Ticket Management System

3.2 Education Qualifications

Minimum of Bachelor's Degree in Computer Application.

3.3 Skills/Work experiences

Candidates should be fluent in PHP and SQL/Mysql based application development and should possess knowledge in developing and designing dynamic websites and application systems.

3.4 Remunerations

Starting Basic Salary of Nu.15,535-390-23,335 plus 25% Corporate allowance and other benefits as per the service rules of REDCL.

4. Receptionist

4.1 Job Responsibilities

- Receive/ attending visitors in person or through calls and maintain log for clients and all calls.
- Submission of Clients and Calls Log (incoming and outgoing) to the management on monthly basis.

- Carry out attendance of the employees daily and submission to the management.
- Supervision of the office equipment, stationaries and cleanliness.
- Multitasking (Customer Care services)
- Any other responsibilities as assigned by the management.

4.2 Education Qualifications

Class X Pass

4.3 Skills/Work experiences

Candidates with relevant work experiences shall have added advantages.

4.4 Remunerations

Starting Basic Salary of Nu.9,055-225-13,555 plus 25% Corporate allowance and other benefits as per the service rules of REDCL.