

Position: Manager Business Operations & Promotion

Group & Level	: P3 to P1
Pay scale	: P3 to P1 + 30% Contract allowance
Supervisor	: Head, Post DSP
Authority	: Under direct supervision of Head Post DSP
Allowances	: As per announcement

General job specification

1 Minimum qualification

(a) Minimum bachelor's degree. Advance training in Business Administration, Management, Accounting, Economics and related field. Preference will be given to Masters degree.

2 Experience

- (a) Should have a minimum of 3-5 years 'experience, including heading a business minimum of 3 years in entrepreneurship, starting and operations of business/firms, economic/trade/industry sector or strategic areas
- (b) Should possess sound planning, management and co-ordination skills.
- (c) Well versed in national business laws and regulations, corporate laws including taxation, customs, and other Government rules and regulations in vogue.
- (d) Possess adequate knowledge and planning & analytical skills
- (e) Must have very sound professional or administrative ability to make decisions or recommendations
- (f) Demonstrate good inter-personal relations and networking
- (g) Good command of English [spoken and written] and Dzongkha and computer knowledge.

3 Overall Duties and Responsibilities

- (a) Overall incharge of Business Support & Operations
- (b) Manage day to day activities including overall supervision of employees, financial planning, work planning, budgeting for implementation of activities, proper information management system.
- (c) Provide technical and advisory support to the Head, Post DSP.
- (d) Formulate, review, amend and implement policies, guidelines, plans and strategies to promote growth of cottage and small industries and rural activities in Bhutan.
- (e) Review and implement guidelines, checklist and other internal rules and regulations of Post DSP to facilitate smooth flow of work.
- (f) Institute internal Committees to discuss, review and implement various provisions of the Internal Service Rule to ensure fair, transparent and accountable work systems
- (g) Issue and execute notices, orders to implement rules and decisions of the Post DSP from time to time.
- (h) Ensure compliance of all Acts and Government regulations and integrate and implement all statutory compliances including labor, immigration, industry, corporate and all related regulatory aspects.
- (i) Undertake and direct monitoring and inspection as required.
- (j) Implement new or existing projects
- (k) Delegate the functions and authority as deemed necessary
- (l) Coordinate, consult and represent Post DSP as focal point at all levels of dealings and communication with clients/customers, stakeholder agencies and Government agencies within and outside Bhutan
- (m) Provide support to Head, Post DSP to conduct board meetings and other meetings.
- (n) Ensure efficiency and achievement of targets set by Post DSP.
- (o) Other duties as required by the Head Post DSP from time to time.

4 Specific Duties & responsibilities

- (a) Provide basic, intermediate or advanced entrepreneurship course to De-suups

- (b) Support preparation of business plans
- (c) Manage Post DSP trainees & OJT's post the entrepreneurship course completion
- (d) Create panel of experienced mentors and assign mentors to De-suups
- (e) Create business support services and provide business startup information, help De-suups in obtaining licenses, approvals and other government clearances to start business
- (f) Create and manage incubation and business support centers
- (g) Align entrepreneurial growth within Post DSP with national goals
- (h) Create an ecosystem of mentors, trainers and coaches to support the entrepreneurial growth of De-suup entrepreneurs.
- (i) Carry out other related entrepreneurship activities not covered in the above duties or as instructed from time to time by the Head, Post DSP.

5. Nature of the Duties

- (a) The post is based at Thimphu and requires the incumbent to be stationed at Thimphu at the Post DSP Office. However, substantial amount of travel within the country is required.
- (b) The responsibilities will require the incumbent to work beyond official hours and weekends to meet deadlines and targets.
- (c) The work consists of specific functions of (i) Entrepreneurship trainings (ii) mentorship programs (iii) incubation programs (iv) Management & Administration (v) Policy, planning, research and (vi) business development and services
- (d) The work involves substantial amount of planning, study, creativity, originality and attitude for detailed analysis of issues & situations.
- (e) The job also involves dealing with complex issues sometimes falling outside guidelines where one has to use one's judgment in the assessment of the need, implications and execution and working under pressure and deadlines.
- (f) Task involving others concerns as assigned with verbal instructions from the Head, Post-DSP. Routine duties with lesser degree of significance is carried out independently.
- (g) The work involves preparation of work plans, formulation, coordination and implementation of policies and project.
- (h) Plans and carries out the work independently in accordance with instructions, policies, rules and accepted principles or practices.
- (i) The work involves lots of interaction both within and outside Post DSP
- (j) The work assignments are generally performed in an office setting and require travel to sites, Offices within and outside Bhutan

6. Authority

- (a) **Administrative Authority:** As per the Service Rule and as delegated by the Head, Post DSP from time to time.
- (b) **Financial Authority:** As per the Financial Manual and Service Rule and as delegated by the Head, Post DSP from time to time.