

**DE-SUUNG SKILLING PROGRAMME (DSP)  
SKILLING PROGRAMME & JOBS**

**JOB DESCRIPTION**

|    |                                   |   |                                                                                                                                     |
|----|-----------------------------------|---|-------------------------------------------------------------------------------------------------------------------------------------|
| 1  | <b>Position</b>                   |   | PRMD                                                                                                                                |
| 2  | <b>Employment</b>                 |   | Deputation/Contract/Regular                                                                                                         |
| 3  | <b>Category</b>                   |   | Professional                                                                                                                        |
| 4  | <b>Qualification requirements</b> |   | Bachelor's degree (full time) in BCOM/BBA /Statistics/Actuarial Science from a recognized university.                               |
| 5  | <b>Slots</b>                      |   | 1                                                                                                                                   |
| 6  | <b>Department</b>                 |   | Head, PR & Media                                                                                                                    |
| 7  | <b>Division</b>                   |   | Research Analyst                                                                                                                    |
| 8  | <b>Unit</b>                       |   | NA                                                                                                                                  |
| 9  | <b>Posting</b>                    |   | Head Office, Thimphu                                                                                                                |
| 10 | <b>Reporting authority</b>        |   | Head, PR & Media                                                                                                                    |
| 11 | <b>Reviewing authority</b>        |   | Head, PR & Media                                                                                                                    |
| 12 | <b>Administrative reporting</b>   |   | Head, PR & Media                                                                                                                    |
| 13 | <b>Subordinates</b>               |   |                                                                                                                                     |
| 14 | <b>General responsibilities</b>   | 1 | Manage day-to-day operations of DSP programs, ensuring they meet objectives and deadlines.                                          |
|    |                                   | 2 | Lead and motivate teams, providing direction, support, and performance feedback.                                                    |
|    |                                   | 3 | Allocate and manage resources, including personnel, equipment, and budgets, to optimize program delivery.                           |
|    |                                   | 4 | Develop and implement operational plans that align with strategic goals.                                                            |
|    |                                   | 5 | Ensure the quality and consistency of program delivery through regular reviews and continuous improvement initiatives.              |
|    |                                   | 6 | Prepare and present regular reports on program performance and outcomes to executives and stakeholders.                             |
|    |                                   | 7 | Work closely with other departments and external partners to achieve program goals.                                                 |
| 15 | <b>Specific responsibilities</b>  | 1 | Contributes to quality assurance of data by cleansing and consolidating via digital tools (i.e. Stata Inc, HTML, Java, Python, ERP) |
|    |                                   | 2 | Coordinates with partners on data and information management efforts.                                                               |
|    |                                   | 3 | Contributes to monitoring activities (Implementing Partner reports, training reports, etc.)                                         |
|    |                                   | 4 | Assisting in archiving and maintaining up-to-date electronic data                                                                   |

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|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 6 | Conducts data analysis on specific indicators (quantitative & qualitative) using appropriate tools and statistical software when necessary (excel, SPSS, etc).                                                          |
|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 7 | Contributes to the development of other information management products, like data collection templates, maps, dashboards, project briefs, infographics, survey reports, and other monitoring reports, etc. as relevant |
| 16 | <b>Core Competencies</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |                                                                                                                                                                                                                         |
|    | <p><b>1.Strategic Visioning &amp; Innovation</b> –Ability to set long-term goals, and foster creativity to drive innovation within the program.</p> <p><b>2. Analytical Thinking &amp; Decision-Making</b> – Strong critical thinking skills to assess situations, make informed decisions, and solve complex problems efficiently.</p> <p><b>3. Risk Management &amp; Contingency Planning</b> – Be proactive in identifying potential risks, with the ability to formulate backup plans and navigate uncertainties.</p> <p><b>4. Adaptability &amp; Flexible Thinking</b> – Adjust to new challenges and evolving program demands with a positive mindset, ensuring the program remains agile.</p> <p><b>5. Collaboration &amp; Team Building</b> – Foster a cooperative environment where team members work well together, motivating and inspiring them to reach their full potential.</p> <p><b>6. Negotiation &amp; Conflict Management</b> – Ensure effective negotiations that lead to win-win outcomes, while managing and resolving conflicts diplomatically.</p> <p><b>7. Client Focus</b>– Balance client satisfaction with resilience in the face of stress, ensuring professional, customer-focused service.</p> <p><b>8. Mentoring &amp; Coaching</b> – Guide team members with empathy, nurturing their development, and providing constructive feedback to enhance individual and team performance.</p> |   |                                                                                                                                                                                                                         |