

Position: Accounts Officer

Group & Level: P3 to P5

Pay Scale: P3 to P5 + Contract allowance

Supervisor: Head, Authority: Under direct supervision of Manager, Business Ventures/ Head ,Post DSP

Allowances: As per announcement

General Job Specification**1. Minimum Qualification**

- Minimum bachelor's degree in Business Administration, Management, Accounting, Economics or related field.

2. Overall Duties and Responsibilities

- Manage the financial activities of Post DSP, including budgeting, financial planning, and reporting.
- Ensure that all financial operations comply with government regulations and organizational policies.
- Develop and implement financial strategies to support the long-term sustainability of Post DSP.
- Supervise the preparation of financial statements and reports, ensuring accuracy and transparency.

3. Specific Duties & Responsibilities

- Develop and manage annual budgets for Post DSP, ensuring efficient use of resources.
- Oversee the preparation of financial statements, ensuring compliance with applicable laws and regulations.
- Ensure timely and accurate processing of invoices, payments, and receipts.
- Support financial audits and liaise with external auditors to ensure proper financial management.
- Provide financial analysis and reporting to the Head, BSO and other stakeholders.

4. Nature of the Duties

- The position is based in Thimphu, with occasional travel required to meet with financial institutions and stakeholders.
- The role requires working beyond normal hours to meet deadlines and ensure timely reporting.
- The job involves substantial analytical work, dealing with complex financial issues and providing solutions.
- Any other tasks assigned

Position: Manager, Incubation Centre Operations

Group & Level	: P3 to P1
Pay scale	: P3 to P1 + 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 5-10 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 & OJTs 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.

Position: Analyst (Research)

Group & Level: P5

Pay Scale: P5 level + Contract allowance

Supervisor: Head, Planning, Research and Media

Authority: Head, Planning, Research and Media

Allowances: As per announcement

1. Minimum Qualification

- Bachelor's Degree in Business Administration, Management, Accounting, Economics, Statistic, and related field.

2. Overall Duties and Responsibilities

- Conduct research and provide data-driven insights for operations of DSP and Post DSP
- Assist in preparing strategic reports and financial forecasts
- Analyze market trends and financial performance data to support fund management strategies.
- Collaborate with internal teams to ensure accurate data collection and reporting.

3. Specific Duties & Responsibilities

- Assist in developing research strategies for DSP to align with long-term goals.
- Provide detailed reports on financial trends, market conditions, and economic factors affecting DSP and Post DSP operations.
- Identify growth opportunities by analyzing market shifts, competitor activities, and industry innovations.
- Offer actionable recommendations based on data analysis to guide financial decision-making and strategic planning.
- Conduct risk assessments and identify potential challenges that could impact funding or project outcomes.
- Support the development of impact assessment frameworks to evaluate the effectiveness of Post DSP initiatives.
- Prepare financial models to forecast future performance and assess funding sustainability.
- Monitor and evaluate key performance indicators (KPIs) related to fund allocation, project execution, and financial health.
- Conduct qualitative and quantitative research to support policy and operational decisions.
- Provide insights into best practices in financial management and funding strategies used in similar initiatives globally.
- Collaborate with cross-functional teams to integrate research findings into operational workflows and financial strategies.
- Assist in preparing reports for external stakeholders, including government bodies, donors, and financial partners.

4. Nature of the Duties

- Based in Thimphu, working closely with all functions of DSP
- Occasional travel may be required for research-related tasks.

Position: **Office Assistant**

Group & Level: S3

Pay Scale: S3 level + Contract allowance

Supervisor: Head, Post-DSP

Authority: Under direct supervision of Head Post-DSP

Allowances: As per announcement

General Job Specification

1. Minimum Qualification

- Minimum class XII or **Diploma in any field**

2. Overall Duties and Responsibilities

- Provide general administrative support to the Post- DSP team.
- Organize and maintain office records, filing systems, and documentation for easy access and retrieval.
- Schedule and coordinate meetings, events, and training programs as directed by the Head, Post-DSP
- Handle communications, including emails, phone calls, and correspondence, ensuring timely and accurate responses.
- Assist in the preparation and processing of documents, reports, and presentations for internal and external stakeholders.
- Ensure smooth day-to-day operations of the office by managing office supplies, equipment, and office maintenance.

3. Specific Duties & Responsibilities

- Assist in maintaining and updating the office database and files for business support projects.
- Support the preparation of internal and external reports, including formatting, proof-reading, and editing as necessary.
- Organize travel arrangements for the Post-DSP team, including transportation, accommodation, and itineraries.
- Ensure proper functioning of office equipment and facilitate regular maintenance and repairs.
- Act as a liaison with vendors and suppliers to ensure that office supplies and materials are adequately stocked.
- Provide support in the onboarding of new staff or trainees, ensuring they have the necessary resources and equipment.
- Coordinate logistics for meetings and events, including preparing meeting agendas, minutes, and ensuring that resources are available.

4. Nature of the Duties

- The position is based at the Post DSP Office in Thimphu
- The incumbent is expected to work regular office hours, with occasional extended hours to meet deadlines or support urgent tasks.
- The work requires effective multitasking, attention to detail, and managing competing priorities in a fast-paced environment.

- Duties involve frequent communication with internal teams, external partners, and government agencies, ensuring smooth operations.
- The Office Support Officer must demonstrate flexibility and be willing to take on additional duties as directed.

Position: Accountant

Group & Level: S3

Pay Scale: S3 level + Contract allowance

Supervisor: Manager, Business Ventures

Authority: Manager, Business Ventures

Allowances: As per announcement

General Job Specification**1. Minimum Qualification**

- Minimum Class XII or Diploma in Accounting.

2. Overall Duties and Responsibilities

- Assist in managing the financial records of Post DSP, ensuring proper documentation and accurate reporting.
- Process financial transactions, including invoices, receipts, and payments.
- Support the preparation of financial statements and reports.
- Ensure compliance with relevant accounting standards and regulations.

3. Specific Duties & Responsibilities

- Prepare and maintain financial records, ensuring accuracy and timeliness.
- Assist in the preparation of monthly, quarterly, and annual financial reports.
- Process payments, invoices, and receipts, ensuring timely processing of financial transactions.
- Assist in audits and ensure all financial records are accurate and up to date.
- Provide financial data and reports to the Accounts Manager and other team members as needed.

4. Nature of the Duties

- The position is based in Thimphu with occasional travel required for field assessments or audits.
- The role requires a high degree of attention to detail, accuracy, and the ability to work independently.
- The job involves working under deadlines to ensure timely financial reporting and processing.

Position: Entrepreneurship Officer (NBC, Mentorship & Incubation, Business Support)

Group & Level: P5

Pay Scale: P5 level + Contract allowance

Supervisor: Manager, Entrepreneurship Officer & Business Support

Authority: Manager, Entrepreneurship Officer & Business Support

Allowances: As per announcement

General Job Specification

1. Minimum Qualification

- Minimum Bachelor's degree in Business Administration, Management, Accounting, Economics or related field.

2. Overall Duties and Responsibilities

- Create a panel of experienced mentors and assign mentors to De-suups based on their business needs.
- Coordinate the mentor-mentee relationship, ensuring effective engagement and knowledge transfer.
- Provide regular updates on the progress of mentorship programs to the Head, Post DSP.
- Organize training and capacity-building programs for mentors to enhance their skills and effectiveness.

3. Specific Duties & Responsibilities

- Establish a system for tracking and evaluating the success of mentor-mentee interactions.
- Offer guidance and advice to mentors to ensure their engagement with De-suups is productive.
- Provide support to De-suups through one-on-one mentoring sessions, addressing challenges and identifying opportunities.
- Collaborate with other teams to align mentorship activities with Post DSP's broader business development initiatives.
- Encourage and facilitate networking and collaboration among De-suups and their mentors.

4. Nature of the Duties

- The post is based at Thimphu and requires the incumbent to be stationed at Thimphu at the Post DSP Office.
- The responsibilities will require the incumbent to work beyond official hours and weekends to meet deadlines and targets.
- The work involves substantial amount of planning, study, creativity, originality and attitude for detailed analysis of issues & situations.
- The job also involves dealing with complex issues sometimes falling outside guidelines where one must use one's judgment in the assessment of the need, implications and execution and working under pressure and deadlines.
- 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.
- The work involves lots of interaction both within and outside Post DSP
- The work assignments are generally performed in an office setting and require travel to sites, Offices within and outside Bhutan
- Any other work assigned

Position: Fund Officer

Group & Level: P5 to P3

Pay Scale: P5 level to P3 + Contract allowance

Supervisor: Manager, Fund Management & Operations (FMO)

Authority: Under direct supervision of the Manager, FMO

Allowances: As per announcement

1. Minimum Qualification

- Minimum bachelor's degree in Business Administration, Management, Accounting, Economics or related field.
- **Experience**
- 1-5 years' experience in fund management, operations, or related fields.
- Experience in investment strategy, cash flow management, and resource allocation.
- Knowledge of financial regulations, risk management, and compliance.
- Strong analytical, organizational, and decision-making skills.
- Excellent communication and interpersonal skills for stakeholder engagement.
- Proficiency in English (spoken and written) and financial software.

3. Overall Duties and Responsibilities

- Assist in managing Post DSP funds to ensure optimal allocation and utilization.
- Monitor and assess fund performance, reporting regularly to the Head, FMO.
- Contribute to investment strategies and ensure compliance with financial regulations.
- Support the development of sustainable funding solutions for Post DSP initiatives.
- Collaborate with stakeholders to ensure smooth financial transactions and approvals.
- Participate in financial audits and risk management processes.
- Prepare financial reports, including budget reviews, expenditure tracking, and forecasting.

4. Specific Duties & Responsibilities

- Oversee the fund allocation process and ensure transparency in financial transactions.
- Provide financial insights and advice to business startups under Post-DSP.
- Assist in the development of financial strategies for long-term sustainability of Post DSP.
- Support financial literacy programs for De-suups.
- Assist in identifying potential funding sources and partnerships.

5. Nature of the Duties

The position is based in Thimphu, requiring active coordination with various stakeholders. The role may require extended working hours to meet financial targets and deadlines.

Position: Manager, Fund Management and Operation

Group & Level: P3 to P1

Pay Scale: P3 to P1 + Contract allowance

Supervisor: Head, Post DSP

Authority: Under direct Supervision of Head, Post DSP

Allowances: As per announcement

General Job Specification

1. Minimum Qualification

- Minimum bachelor's degree in Business Administration, Management, Accounting, Economics or related field.

2. Experience

- Should have a minimum of 10-12 years' experience in fund management, operations, or financial services, including heading an Office independently or managing a Division/Department for at least 3 years.
- Experience in strategic financial planning, investment analysis, and operations management.
- Knowledge of financial regulations, investment policies, corporate governance, and compliance with national and international standards.
- Strong planning, organizational, and analytical skills.
- Excellent decision-making and problem-solving abilities.
- Must have excellent communication and interpersonal skills for dealing with stakeholders and managing financial operations.
- Proficiency in English [spoken and written], Dzongkha, and knowledge of financial software.

3. Overall Duties and Responsibilities

- Overall in charge of Fund Management & Operations, ensuring effective management of financial resources allocated for Post DSP initiatives.
- Supervise day-to-day financial operations, including fund allocation, budgeting, Cashflow management, and investment strategies.
- Provide technical and advisory support to the Head, Post DSP on financial matters, including investments and fund performance.
- Formulate, review, amend, and implement financial policies, guidelines, strategies, and plans to ensure optimal fund utilization and support business operations.
- Monitor and assess financial performance and provide regular reports to the Head, Post DSP for review and action.
- Ensure compliance with all applicable financial laws, regulations, and government policies, including taxation, audits, and financial reporting.
- Coordinate with stakeholders to ensure smooth financial transactions and funding approvals.
- Provide financial advice and expertise in creating sustainable funding solutions for Post DSP projects.
- Oversee the preparation of annual financial reports, including budget reviews, expenditure tracking, and forecasting.
- Develop and manage financial risk management strategies to ensure the security of Post DSP funds.
- Delegate financial tasks and authority as deemed necessary, ensuring accountability and transparency.
- Coordinate with government agencies, financial institutions, and donors regarding fund management, grant allocations, and investment strategies.
- Support the Head, Post DSP in conducting meetings, board reviews, and financial assessments.
- Ensure efficiency in fund operations and meet the financial targets set by Post DSP.

- Perform other duties as required by the Head, Post DSP from time to time.

4. Specific Duties & Responsibilities

- Oversee the planning and execution of financial management activities for Post DSP, including overseeing the allocation and distribution of funds.
- Support the development of financial and investment strategies to sustain long-term funding for entrepreneurship and business operations within the DSP framework.
- Create financial literacy programs for De-suups, assisting them in managing business finances, budgeting, and investment decisions.
- Create and manage a financial support system, offering funding, grants, or loans to De-suups for business startups and growth.
- Develop and manage systems for fund disbursement, ensuring transparency and accountability in every financial transaction.
- Establish a financial risk management framework to ensure the protection of funds and investment interests.
- Align Post DSPs financial goals with national economic development and government objectives.
- Monitor, track, and report on all financial activities, ensuring timely and efficient use of funds.
- Provide continuous financial advisory services to entrepreneurs, ensuring they meet financial requirements and comply with regulations.
- Assist in identifying new sources of funding, grants, or investments to sustain DSP activities and projects.
- Carry out other financial activities as instructed by the Head, Post DSP.

5. Nature of the Duties

- The position is based at Thimphu and requires to be stationed at the Post DSP Office.
- The role may require working beyond official hours and weekends to meet deadlines and targets.
- The responsibilities include financial management, reporting, policy development, financial planning, and fostering partnerships with financial institutions.
- The role requires critical thinking, problem-solving, and detailed analysis of financial situations.
- The role requires to deal with complex financial issues and use judgment to assess needs and execute plans, often under pressure and deadlines.
- Tasks are typically performed independently but may involve coordination and teamwork with various departments and stakeholders.
- The work involves the preparation of financial plans, policies, and coordination of fund allocation and usage in collaboration with the bank.

6. Authority

- Administrative Authority: As per the Service Rule and as delegated by the Head, Post DSP from time to time.
- Financial Authority: As per the Financial Manual and Service Rule, with delegated authority from the Head, Post DSP regarding fund management, approval of financial plans, and budget disbursement of Post DSP.

Position: Financial Analyst/Project Analyst

Group & Level: P3 to P1

Pay Scale: P3 level to P1 + Contract allowance

Supervisor: Head, Post-DSP

Authority: Under direct supervision of the Head, Post- DSP

Allowances: As per announcement

General Job Specification

1. Minimum Qualification

- Bachelor's degree in related field and preference will be given to MPA/CPA/CA equivalent
- Master's degree is an advantage

2. Experience

- Minimum of 5 to 10 years of experience in financial analysis, project management, or related fields
- Strong background in strategic financial planning, investment analysis, and operational management
- In-depth knowledge of financial regulations, investment policies, corporate governance, and compliance with national and international standards
- Strong planning, organizational, and analytical skills
- Excellent decision-making and problem-solving abilities
- Strong communication and interpersonal skills for effective stakeholder management and financial operations oversight
- Proficiency in English (spoken and written), Dzongkha, and familiarity with financial software

3. Overall Duties and Responsibilities

- Conduct comprehensive financial analyses to guide Post- DSP investments, ensuring alignment with strategic goals and operational timelines
- Support Post- DSP-led projects through financial planning, budgeting, and resource allocation, establishing clear financial objectives and success metrics
- Advise on investment opportunities and portfolio management, analyzing potential returns and associated risks
- Monitor and manage financial performance across multiple projects, ensuring adherence to budgetary constraints and cost-effectiveness
- Coordinate with stakeholders to deliver financial insights, promoting transparency and data-driven decision-making
- Prepare and present financial reports, highlighting key insights, achievements, and areas for improvement
- Cultivate a collaborative environment that promotes teamwork, accuracy, and continuous improvement in financial practices

4. Specific Roles and Responsibilities

- Develop and implement detailed financial plans for Post-DSP initiatives, including investment projections, risk assessments, and cash flow analysis
- Conduct regular budget reviews, tracking actual performance against forecasts and adjusting financial plans as necessary
- Perform investment analysis, assessing market trends, and recommending strategic financial actions for optimal portfolio performance
- Establish and monitor financial controls and procedures, ensuring compliance with regulatory standards and organizational policies
- Collaborate with project managers to allocate resources efficiently, optimize budget usage, and maintain financial discipline

- Oversee reporting and documentation processes, maintaining accurate records of financial transactions, projections, and investment outcomes
- Facilitate financial review meetings with stakeholders, providing insights into budget status, variances, and financial forecasts
- Offer guidance on compliance requirements, ensuring all Post- DSP financial activities adhere to legal and regulatory standards
- Develop and implement project closure protocols for financial reconciliation, documenting financial learnings and preparing reports for future initiatives
- Drive continuous improvement in financial reporting, analysis, and project forecasting, enhancing financial oversight and Post- DSP's overall strategic financial health

5. Nature of the Duties

- Position is based in Thimphu, involving collaboration with stakeholders and financial institutions.
- Occasional work during weekends or after hours to meet financial deadlines.

Position: Head, Post, DSP

Group & Level	: EX3 to P1
Pay scale	: EX3 to P1+ Contract allowance
Supervisor	: Executive Director (SCM), Post DSP
Authority	: Under direct supervision of Executive Director, Post- DSP
Allowances	: As per announcement

General job specification

1. Minimum qualification

- Minimum bachelor's degree in Business Administration, Management, Finance. Preference will be given to Master's Degree.

2. Experience

- Should have a minimum of 10-12 years 'experience, including heading an Office independently or heading a Division/Department for a minimum of 3 years in entrepreneurship, starting and operations of business/firms, economic/trade/industry sector or strategic areas
- Should possess sound planning, management and co-ordination skills.
- Well versed in national business laws and regulations, corporate laws including taxation, customs, and other Government rules and regulations in vogue.
- Possess adequate knowledge, planning & analytical skills
- Must have very sound professional or administrative ability to make decisions or recommendations
- Demonstrate good inter-personal relations and networking
- Good command of English [spoken and written] and Dzongkha and computer knowledge.

3. Overall Duties and Responsibilities

- Overall incharge of Post- DSP Operations
- Manage day to day activities including overall supervision of employees, financial planning, work planning, budgeting for implementation of activities, proper information management system.
- Provide technical and advisory support to the Executive Director Post- DSP.
- Formulate, review, amend and implement policies, guidelines, plans and strategies to promote growth of cottage and small industries and rural activities in Bhutan.
- Review and implement guidelines, checklist and other internal rules and regulations of Post DSP to facilitate smooth flow of work.
- Issue and execute notices, orders to implement rules and decisions of the post-DSP from time to time.
- 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.
- Undertake and direct monitoring and inspection as required.
- Implement new or existing projects
- Delegate the functions and authority as deemed necessary
- 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
- Other duties as required by the Executive Director, Post-DSP from time to time.

4 Specific Duties & responsibilities

- Identify, evaluate, and initiate feasibility studies for Post DSP-led investments and ventures.
- Lead efforts to create business opportunities and partnerships, fostering synergies to expand Post-DSP's reach.
- Conceptualize business ideas and maintain a resource inventory to support DSP entrepreneurs.
- Establish a one-stop business support center within Post-DSP, assisting with licensing, government clearances, and business regulations.
- Provide advisory support in business planning, project reporting, and legal formalities.
- Create and manage incubation centers, offering training at multiple skill levels and linking with educational institutions for entrepreneurship development.
- Develop fund policies, prepare annual budgets, and set clear guidelines for fund appraisal, financing norms, and sanctions.
- Implement fund management protocols, including delegation of powers, repayment guidelines, and service fee determination.
- Partner with banks to facilitate efficient fund management, ensuring risk-mitigated investments for Post-DSP's post-funding treasury functions.
- Maintain documentation on funds, assets, and collaterals, and propose strategies for the Managed Capital System (MCS) fund.
- Develop DSP-led investment projects and assemble a mentor panel to support Post-DSP entrepreneurs.
- Execute and oversee incubation proposals, ensuring timely completion of facility projects.
- Review and implement Post- DSP guidelines, issue necessary orders, and conduct regular monitoring and inspections.
- Prepare a 10-year financial and budget plan, maintain financial protocols, and establish or align with Post- DSP's accounting systems.
- Develop risk management policies, manage investments to maximize returns, and periodically report on financial performance.
- Conduct variance analysis to assess budget achievement and link outcomes to Post- DSP performance.
- Present annual business plans, cash flows, and long-term financial forecasts to stakeholders.
- Fulfill additional duties as assigned to support Post- DSP's strategic objectives.

5. Nature of the Duties

- 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.
- The responsibilities will require the incumbent to work beyond official hours and weekends to meet deadlines and targets.
- 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
- The work involves substantial amount of planning, study, creativity, originality and attitude for detailed analysis of issues & situations.
- 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.
- Task involving others concerns as assigned with verbal instructions from the Executive Director. Routine duties with lesser degree of significance is carried out independently.
- The work involves preparation of work plans, formulation, coordination and implementation of policies and project.
- Plans and carries out the work independently in accordance with instructions, policies, rules and accepted principles or practices.

- The work involves lots of interaction both within and outside post-DSP
- The work assignments are generally performed in an office setting and require travel to sites, Offices within and outside Bhutan

6. Authority

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

Position: Operations Officer

Group & Level: P5/SS4

Pay Scale: P5/ SS4 level + Contract allowance

Supervisor: Head, Business Support & Operations (BSO)

Authority: Under direct supervision of Head, BSO

Allowances: As per announcement

General Job Specification

1. Minimum Qualification

- Minimum bachelor's degree in Business Administration, Management, Accounting, Economics or related field.
- Minimum Bachelors' degree in Business Administration, Management, accounting, economics and related field/ Minimum Class 12 with 5 Years of similar experience.

2. Overall Duties and Responsibilities

- Oversee the day-to-day operations of Post DSP ventures , ensuring the efficient execution of business support programs.
- Assist in planning, organizing, and coordinating Post DSP's operational activities.
- Monitor the performance of various operational functions and implement improvements.
- Ensure operational compliance with national laws and Post DSP policies and procedures.

3. Specific Duties & Responsibilities

- Plan, organize, and supervise the operational aspects of business support activities.
- Coordinate internal resources and logistics for events, training, and other operational activities.
- Implement strategies to improve operational efficiency and streamline processes.
- Liaise with external stakeholders, including vendors and suppliers, to ensure smooth operations.
- Monitor the implementation of business support services and provide recommendations for improvement.

4. Nature of the Duties

- The position is based in Thimphu, with travel within Bhutan required to support operational activities.
- The role involves managing multiple operational tasks, often requiring coordination between different teams.
- The job demands a high level of organization, problem-solving, and the ability to manage time effectively.
- Any other tasks assigned