

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.