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ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION



RCSC/LS/-63/2016/ 95

7th July 2016

Notification on Specialist Utilization

As part of Bhutan Civil Service System reform, specialists' utilization study was undertaken to address the issue of sub-optimal use of such professionals in certain sectors that came about due to lack of support from the management, absence of clear job description, majority of the specialists being placed at the Departments while demand for their expertise is in the field and a lack of proper mechanism in place for promotion of specialists.

The Commission during its 69th meeting held on 5/7/2016 has decided on the following measures to be put in place:

1. Management to take greater accountability for utilization of specialists;
2. Criteria for promotion of specialists (ES3 & above) to be put in place in order to test their level of competency (**Annexure 1**);
3. Encourage posting of specialists at regional level where implementation of plans actually take place;
4. Specialists to take on the additional role of advisors (but limited, based on need, to one per Department) and where suitable, as heads of the Centers/Programs/Projects in Agencies but based on a transparent, term based selection system (**Annexure 2**);
5. Specific job description to be drawn for individual specialists based on generic RCSC job description prior to appointment to confirm need and ensure proper utilization (**Annexure 3**);
6. Secondment of specialists to institutes within the country where their field of expertise can be shared; and
7. Specialists to be included as members of HRC and relevant panelist/ committees (GNH Committees etc.) to draw upon their expertise.

Note: This notification shall not be applicable for specialists in teaching and medical professions and P1 level specialists.

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Further, the RCSC in consultation with Agency concerned shall carry out the redeployment of the specialist from July till December of 2016 as per **Annexure 3**.

With these measures, the management is expected to fully utilize the specialists as per Section 13.9.10. of BCSR 2012.

This notification shall come into effect as of 5th July 2016.

(Karma Tshiteem)

Royal Civil Service Commission

Explanatory note:

1. For promotion to ES3 and above, civil servants must fulfill the criteria specified as per **Annexure 1**.
2. The Agency in consultation with RCSC shall through open competition (lateral transfer) appoint specialist as Advisor or head of Centers/Programs/project as per **Annexure 2**.
3. Reporting Line:
 - A specialist working as an Advisor in Department shall report to the Director.
 - Specialist heading Program/Center/Project shall report to Director. However, he/she shall work closely with the Chief of Division.
 - Specialist in the Regional Center/Program/Project shall report to head of the Program/Center/Project.
 - Specialist in smaller Agencies shall report to head of the Agency.
4. Individual specialist shall draw specific job description based on the generic job description drawn by RCSC and submit to HR Division of the Agency.



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Annexure 1

Criteria for promotion to ES3 and above

The following criteria shall be used for promotion of specialists to ES3 & above level:

- i. Minimum duration criteria
- ii. Minimum of Masters degree in relevant field to proposed specialist position
- iii. Existing number and additional requirement of specialist
- iv. Clear additional responsibility & for ES3 & above, specialist heading
Center/Program/Projects will be considered.
- v. Eligibility as per relevant policy of Agency concerned, if any
- vi. Specific Terms of Reference
- vii. Work plan for next 3 years
- viii. Concept paper/Publications
- ix. Line of reporting- Head of Agency/Director
- x. Placement at Regional level



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Annexure 2

Additional role of Advisor & Head of Centers/Programs/Projects

Where suitable, specialists shall head Centers/Programs/Projects in Agencies.

Placement of Specialist

Specialists shall be placed in the Agencies as follows:

- i. Ministries & larger Agencies
 - a. One specialist for each Department who shall provide technical backstopping to Divisions and take on the additional role of Advisor to head of Agency.
 - b. Head of Center, Program and Project
 - c. Majority of the specialists will be placed at Regional level with the the idea to share the area of expertise and utilize the field of specialization.
- ii. Autonomous Agencies
 - a. One specialist as Advisor to head of Agency
 - b. Agency such as REC & BCSEA can have more than one subject specialists.
 - c. Specialists are not recommended in small Agencies.
- iii. Constitutional Office
 - a. One specialist for each Department (Core function).
 - b. One specialist for each Division (Core function).

Selection process

The selection of specialists as advisors and heads of Centers/Programs/Projects shall be through open competition wherein Agency must seek prior approval of the RCSC before the announcement. The following conditions shall apply:

- i. Position Title - "**Specialist**" (**Head**)/**Specialist (Advisor)**
- ii. Position Level – ES3, ES2 & ES1
- iii. Term for 3 years and extendable
- iv. Open competition without promotion (lateral transfer)
- v. Eligible: ES3 & above
- vi. Not Eligible: P1 level

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Selection & Redeployment:

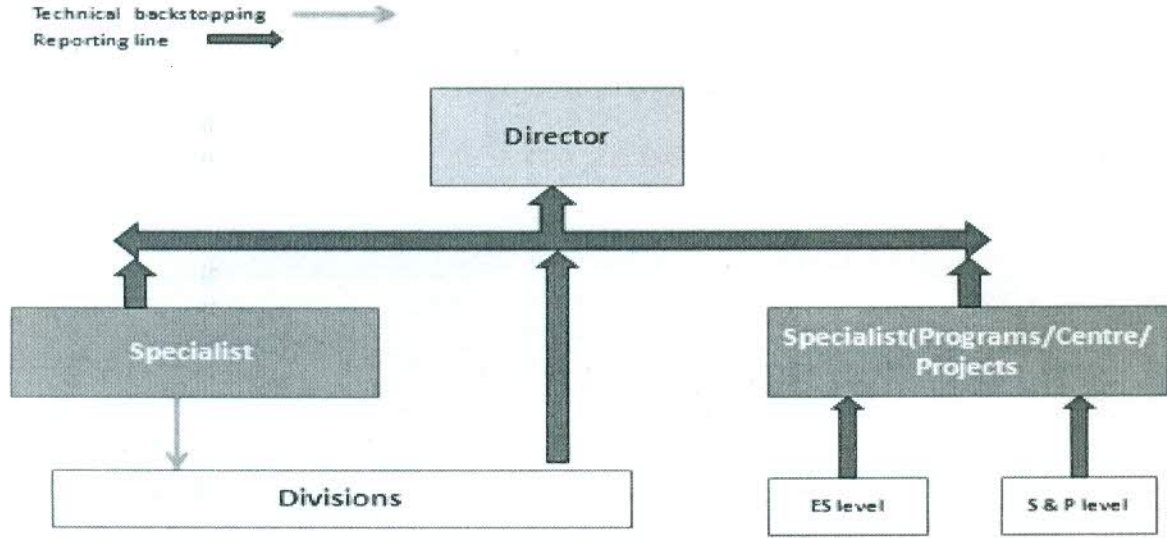
1. As per the above criteria, the specialist shall be placed at the Department through open competition after seeking prior approval from RCSC. Based on the selection, the rest of the specialists shall be redeployed to the regional level by EMD in consultation with concerned Agencies from July to December.
2. Specialist as head of Centers, Programs and Projects shall be through open competition after seeking prior approval from RCSC for the vacant positions. This shall also be applied to those currently filled by Officiating Chief and specialist officiating as head of Center/Programs/Projects.
3. The positions which are occupied by P1 level Program/Regional Directors shall not be opened up unless vacancy is created due to transfer or other reasons.
4. Despite the two announcements, if there are no takers from Specialist as head of Center/Programs, the Program/Regional Directors shall be allowed to head the Centers/Programs.



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Reporting Line of Specialist





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Annexure 3

GENERIC JOB DESCRIPTION

1. **JOB IDENTIFICATION:**

| | | |
|-----|--------------------------------------|-------------------------------------------|
| 1.1 | Position Title: | Specialist I/Specialist II/Specialist III |
| 1.2 | Major Occupational Group: | Executive & Specialist Services Group |
| 1.3 | Sub-Group: | Specialist Services |
| 1.4 | Position Level: | ES1, ES2 & ES3 |
| 1.5 | Title of First Level Manager: | Head of the Agency |

The following is a generic JD for specialist under the Executive & Specialist Services Group. Based on the broad job description, specific JD has to be drawn which is more contextual and specific to the mandate of Agency which shall be prepared by the respective specialist in consultation with the Head of the Agency and submitted to RCSC for endorsement.

2. **ROLES & RESPONSIBILITIES**

Recognizing the role of the specialist to contribute towards institutional and policy development, the following duties & responsibilities have been developed:

| Roles and Responsibilities |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Technical Advisor</p> <p>1.1 Advise and assist the Department and head of the Agency.</p> <p>1.2 Review and recommend technical proposals of a complex nature pertaining to the professional field.</p> <p>1.3 Provide technical backstopping for the regions/Dzongkhags, other departments and ministries.</p> <p>1.4 Serve as members of various committees /taskforces/working groups & Boards, as applicable.</p> <p>1.5 Vet all technical proposals in one's field of specialization before approval by head of Agency</p> <p>1.6 Act as a resource person in the capacity development.</p> <p><i>Note: Relevant technical proposals must be routed through concerned specialist for recommendation prior to approval by head of Agency.</i></p> |



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| 2. Strategic partner 2.1 Guide and support in the formulation and implementation of national policies, plan and strategies. 2.2 Review and recommend improvements of the existing policies, plans & programs. 2.3 Represent the Agency in different technical forums including participation in meetings, workshops, and conferences. 2.4 Serve as member of HR Committee and GNHC Committee on rotational basis, as appropriate. |
| 3. Researcher 3.1 Spearhead research on plans & programs. |
| 4. Head of Center/Program/Project, as appropriate |

3. SPECIALIST CAPABILITY FRAMEWORK

To carry out the work of the specialist, the following capabilities are required:

| SPECIALIST CAPABILITY FRAMEWORK | | | |
|---------------------------------|-----------------------------------------------|-----|--------------------------------------------------------------------------------------------------|
| Sl. No. | Capability | | Competency |
| 1 | Manages Self | 1.1 | Acts proactively |
| | | 1.2 | Understands how their work aligns to organizational vision |
| | | 1.3 | Commits to personal development |
| | | 1.4 | Focuses on performance |
| 2 | Thinks & Solves Problems | 2.1 | Displays rigour in analysis |
| | | 2.2 | Applies specialised knowledge and skills |
| 3 | Communicates and shares expertise effectively | 3.1 | Supports other capability development |
| | | 3.2 | Seeks continuous improvement |
| 4 | Acts with Integrity | 4.1 | Upholds highest level of moral and ethical values and serves as a model for others in such area. |