

1. **Agency:** Thimphu Thromde

2. **Position:** Executive Secretary/EX3A

3. **Agency's Mandate:**

- To serve the residents of Municipality and instill in them a deep civic sense needed for the general well-being of all.
- *To ensure smooth delivery of all municipal services according to established Standard Operating Protocols and Turn Around Times.*
- To ensure a smooth progressions of all developmental and other activities within the boundaries of municipal Corporation as per the plan.
- To ensure that all the activities that it undertakes are consistent with the policies and laws of the Royal Government to preserve and promote the environment within its limits.
- To carry out activities that the Royal Government may assign.
- To ensure proper implementation of the Thimphu Structure Plan, 2002-2007

4. **Job Summary:**

4.1. The Executive Secretary shall head Administration of Thromde.

4.2. The Executive Secretary shall be accountable to the Thrompon.

4.3. Under the general supervision of the Thrompon, the Executive Secretary shall:

4.3.1. Recommend and administer appropriate organizational structure for the Thromde administration aligned to the delivery of its services and products;

4.3.2. Ensure that the decisions of the Thromde Tshogde are implemented on time;

4.3.3. Ensure services are delivered in accordance to agreed/approved SOPs and TATs;

4.3.4. Authorize payment for works, procurements and administrative claims;

4.3.5. Carry out day to day management of Thromde operations; and

4.3.6. Advise Thromde Tshogde in the decision making process on compliance and adherence to existing rules, regulations and policies.

5. Duties and Responsibilities:

5.1. Strategic Planning for Infrastructure development and Service Delivery

- 5.1.1. Develop and submit strategic Five and Annual Plans for approval by Thrompon and thereafter Thromde Tshogde (TT);
- 5.1.2. Execute, supervise, de-bottleneck and implement plans and programs approved by the Thromde Tshogde in a timely and efficient manner. Wherever necessary, consultation with stakeholders should be carried out;
- 5.1.3. Implement, manage and supervise the routine and day to day affairs of Thromde;
- 5.1.4. Ensure delivery of all Thromde services in line with approved Standard Operating Protocols (SOP) and Turn Around Times (TAT);
- 5.1.5. Monitor the implementation of Five Year and Annual Plans through quarterly/annual monitoring meetings with all Division Chiefs.

5.2. Strategic Financial Management

- 5.2.1. Develop Strategic Financial Management plans for revenues earned by the Thromde for approval by Thromde Tshogde and ensure its implementation and compliance on approval by TT;
- 5.2.2. Levy, collect and appropriate taxes, duties, tolls and fees approved by the Thromde Tshogde subject to such limitations as may be provided for under these rules and regulations or under any other law for the time being in force;
- 5.2.3. Prepare annual budget for its operations and submit the same to the Thrompon for approval of Thromde Tshogde;
- 5.2.4. Enter into contracts in the name of the Thrompon and where necessary, outsource services and activities;
- 5.2.5. Authorize payment for works , procurements and administrative claims;

5.3. Strategic Human Resource Management

- 5.3.1. Manage the performance of Thromde staff through ensuring annual work plans and performance targets for all staff and rigor in assessment by supervisors on annual basis.
- 5.3.2. Maintain an appropriate organizational structure for the Thromde administration by reviewing the organisation at suitable intervals in consultation with RCSC;
- 5.3.3. In accordance to the Thromde Tshogde decisions, engage/ terminate contract staff paid by Thromde revenues;
- 5.3.4. Plan and implement human resource development including training, educational up-gradation of Thromde staff.

5.4. Support/ Advisory Role to Thromde Tshogde and General Functions

- 5.4.1. Enforce laws that are in force at the local level;

5.4.2. Advise the Thromde Tshogde in the decision making process on compliance and adherence to existing rules, regulations and policies;

5.4.3. Carry out any of the functions under these rules with approval of the Thromde Tshogde, where required or as directed by Ministry or the Thromde Tshogde in accordance with these rules; and

6. Eligibility Criteria:

6.1. Qualification and Experience Requirement:

6.1.1. Minimum of Bachelors Degree in relevant field;

6.1.2. Experience and knowledge: Outstanding Leadership/Management skills with technical knowledge, Local governance etc