

**ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION**

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 Position Title: Dy. Chief Industries Officer**
1.2 Position Level: P2
1.3 Major Group: Trade, Industry and Tourism Services Group
1.4 Sub-Group: Industries Services
1.5 Job Code No.: 18.780.02
1.6 Job Location : Thimphu

Ministry: Ministry of Trade & Industry. Department: Industry.
Division: All Divisions Section: not applicable - Unit: _____

- 1.7 Title of first level supervisor: Chief Industries Officer: Head of the
Organization: Director**

2. PURPOSE, DUTIES AND RESPONSIBILITIES:

Purpose: Assist the Chief Industries Officer in formulation, co-ordination and execution of activities that are designed to promote the industrial sector in the kingdom.

Duties and Responsibilities	% of Time
<ul style="list-style-type: none">▪ Undertake review of industrial policies, plans, programs and strategies for the development of industrial sector. Formulate appropriate guidelines and procedures to facilitate Foreign Investment and to promote private sector development. ▪ Identify Industrial projects and industrial sites, conduct feasibility studies, negotiate programs and projects for donor funding. Ensure	

<p>execution of industrial policies and projects (RGOB initiated as well as donor funded).</p> <ul style="list-style-type: none"> • Plan, develop and establish appropriate guidelines and measures to facilitate effective monitoring of industrial activities both for regulatory and promotional purposes. Issuance of industrial licenses, monitor and manage industrial information. • Execute privatization of Government owned enterprises based on specific directives. Monitor the performances of industries in coordination with the regional trade and industry offices and other relevant agencies. ▪ Coordinate, organize and implement entrepreneurship and small business management trainings with all the stakeholders (Government agencies, Financial Institutions, vocational institutes, Dzongkhags, BCCI and private sector) ▪ Establish guidelines and measures to facilitate effective monitoring of projects/programs under implementation. ▪ Review Environment policies/proposals related to Industrial sector and make recommendation if necessary. ▪ Prepare work plans, secure budget pertaining to the section/division. Submit progress reports on planned and non-plan programs. ▪ Direct, supervise and evaluate, the work of the subordinates and advise/report to the Chief Industries Officer 	
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3. KNOWLEDGE AND SKILLS REQUIREMENTS:

3.1 Education

Bachelors

3.2 Training

Should have undergone training in relevant fields such as:

Advanced training in Industrial Planning and Appraisal, Administration and Management, Environmental Management, Business management/administration, Industrial Monitoring & Inspection and in Foreign Investment Promotion

3.3 Length and type of practical experience required:

Minimum of 4 years experience as a senior Industries Officer or equivalent experience.

3.4 Knowledge of language(s) and other specialized requirements:

The candidate should have good command over written and spoken Dzongkha and English. Should have the knowledge of the Industrial rules/regulations, possess sound analytical ability and good coordination and organizing skills. Knowledge of other languages would be an additional advantage.

4. COMPLEXITY OF WORK.

The work involves planning, developing and carrying out important assignments under the Division / Department. 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. Task involving national concerns are assigned with verbal instructions from the Ministry and Department. Routine and duties with lesser degree of significance is carried out independently.

5. SCOPE AND EFFECT OF WORK:

Job involves formulation, planning, co-ordinating and developing plans, policies and programs related to industrial sector. This would mean interest of various government agencies, private sector and international community would be involved. As such, the quality of work and the accuracy of work will have substantial impact on the sector as well as on related organizations. Therefore, task well performed or policies well formulated could benefit all the concerned agencies and translate into sound decision-making and vice versa.

6. INSTRUCTIONS AND GUIDELINES AVAILABLE:

6.1 Instructions:

The incumbent performs work independently keeping supervisor informed of the progress. Guidance/advice is available for consultation on other than routine duties. The work is reviewed upon completion for accuracy and effectiveness in fulfilling set objectives/targets.

6.2 Guidelines:

Generally, written guidelines comprises the national legislation and policy guidelines in particular the following sector specific documents. Rules and regulations for establishment and operation of industrial and commercial ventures in Bhutan, Companies Act 2000, FDI policies, Land acquisition Act, Five Year Plan documents, Environment Assessment Act 2000 and other sectoral policies and rules governing industrial activities.

7. WORK RELATIONSHIPS:

The works involves contacts both within and outside organization. Most of the contacts are with the divisions within the Ministry, Government and donor agencies, and private sector promoters to discuss, justify, negotiate, and to settle matters and arrive to a common understanding. The co-ordination with external agencies, consulting firms and visiting consultants are also required.

8. SUPERVISION OVER OTHERS:

The incumbent plans, assigns, advise and co-ordinates work of the section. S/he is responsible for management, supervision, guidance, and review of progress of all the work assigned to the section.

9. JOB ENVIRONMENT:

The works is generally performed in an office setting but requires frequent travel to industrial areas, proposed industrial sites and new industries for selection of new industrial areas. Travel is also necessary to industrial sites to evaluate environmental monitoring and inspection of various industries. As such the incumbent could be exposed to extreme weather condition and harmful chemicals.