

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

**1. JOB IDENTIFICATION:**

- 1.1 Position Title:** Sr. Industries Officer  
**1.2 Position Level:** P3  
**1.3 Major Group:** Trade, Industry & Tourism Services Group  
**1.4 Sub-Group:** Industries Services  
**1.5 Job Code No.:** 18.780.03  
**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 (*Official title of the Supervisor*):** Chief Industries Officer/Dy. Chief Industries Officer

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**2. PURPOSE, DUTIES AND RESPONSIBILITIES:**

Purpose: Preparation of project proposals, initiate feasibility studies, study of resources and market to generate new project ideas. Provide advisory services to the promoters/entrepreneurs, make recommendations for new projects to the Government, co-coordinate activities with other agencies, process for licences approval, review licensing procedures and industrial regulations.

<b>Duties and Responsibilities</b>	<b>% of Time</b>
<ul style="list-style-type: none"><li>Study and recommend proposals on Industrial policy guidelines, plans, and strategies for undertaking industrial activities. Examine the adequacy of the existing industrial rules and regulations and where necessary, propose amendments</li></ul>	

<ul style="list-style-type: none"> <li>• Study, assess and propose programmes for promotion of cottage, small and medium scale industries and national entrepreneurship. Conduct small business management trainings and provide counterpart services to missions and experts on programmes and works related to industrial sector.</li> <li>• Coordinate preparation of feasibility study, including short listing, tendering, evaluation, appraisal and recommending.</li> <li>• Study investment opportunities and new avenues to generate new project ideas.</li> <li>▪ Draft Environment policies/proposals related to Industrial sector and make recommendation if necessary.</li> <li>• Implement assigned RGOB and donor funded projects/programmes. Monitor the progress of projects under implementation in industrial sector.</li> <li>• Draft notifications/circulars/announcements on industrial sector for wide publicity</li> <li>• Co-ordinate and monitor Foreign Investment activities</li> <li>• Provide advisory and support services and guidance to potential and existing industrial promoters</li> <li>• Supervise the work of the subordinates</li> </ul>	
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3. **KNOWLEDGE AND SKILLS REQUIREMENTS:**

**3.1 Education**

Bachelors

**3.2 Training**

Should have undergone training in some of the following fields:

Training in Industrial Planning & Appraisal, Administration and Management, industrial development and Foreign Investment policies, Business management/administration, Environment management system and some Supervisory training.

**3.3 Length and type of practical experience required:**

Minimum of 4 years as Industries Officer or equivalent experience.

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

Should have good command over both written and spoken English and Dzongkha. Knowledge of other languages would be an additional advantage.

**4. COMPLEXITY OF WORK.**

The works requires initiative and drive to complete assigned task on time. It also involves ensuring that the industrial guidelines are not deviated in submitting the proposal to superior for consideration.

Tasks involving national concerns/ issues are assigned with special instructions. Other duties with lesser degree of significance are carried out independently.

**5. SCOPE AND EFFECT OF WORK:**

Job involves processing proposals for licensing, interaction with others within the department, coordination with other agencies, maintenance of proper record, documentation and compilation of information and statistics and dissemination of information.

6. **INSTRUCTIONS AND GUIDELINES AVAILABLE:**

**6.1 *Instructions:***

The supervisor sets the objectives/targets and instructions are mostly verbal and general, except for rules, regulation, notice and circulars issued from time to time. The incumbent performs routine work independently keeping supervisor informed of the progress. Guidance / advice is available for consultation. 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 polices and rules governing industrial activities.

7. **WORK RELATIONSHIPS:**

Most of the contacts are made to discuss plans, programmes, policies, exchange information, co-ordinate work, negotiate and resolve problems.

8. **SUPERVISION OVER OTHERS:**

The incumbent assigns, advises and reviews work of subordinates and would also be responsible for the actions of his subordinates.

9. **JOB ENVIRONMENT:**

The work would involve lot of traveling to ensure that environmental rules and regulations are complied with. To monitor, to conduct trainings and to enforce compliance of Industrial rules and regulations by the industries through out the Kingdom. Travel would also be required to select industrial sites where the

foreign investment is likely to come up. The official could be exposed to extreme weather condition and harmful chemicals.