

Terms of Reference

1. Administrative Officer - 1 Slot

A. Job Responsibilities:

- Management of the administration of the organization like personal administration, property management/ maintenance, budget requirements, procurement of office materials etc.
- Coordinate various activities of the organization as and when required including official dinners/lunches hosted by the organization.
- Asset Management including management of pool vehicle and the building
- Human Resource Management
- All administrative works including protocol, logistic procurement works
- Any other task assigned.

B. Education Qualification:

- Minimum Bachelor's Degree in relevant field
- Relevant skills & educational qualification will be given preference.

C. Personal Specification, Attribute & Competencies:

- Should have good written and spoken Dzongkha and English. Should have the knowledge of the BCSR, Financial Manual and fair idea of policies and rules/regulations.
- Should have sound analytical ability.
- Should have good coordination and organizing skills.

D. Remuneration & other benefits:

- FMCL Grade: 8
- Starting Pay : 15,535.00 (Negotiable based on experience and qualification)
- Corporate allowance 25% of the basic pay.
- Other benefits and allowances as per FMCL service rules.
- Pay will be fixed based on SOE pay guidelines.

Terms of Reference

2. Finance Officer - 1 Slot

A. Job Responsibilities:

- Prepare annual budget with clear forecast for income and expenditures.
- Ensure that accounting procedures and internal control systems are exercised at all times.
- Ensure that funds are utilized and managed according to the budget appropriations and that the allocation of expenditure is appropriate.
- Co-ordinate and facilitate auditing through production of all records and evidences;
- Participates in ascertaining and evaluating the financial projection and financial progress reports for the agency
- Process and submit Work Plan/Technical Sanctions, Physical/Financial Progress reports, work orders, supply orders, invoices, import licences and all other supporting documents required for release of funds by Department of Budget and Accounts
- Maintain & monitor sales & purchase accounts.
- Any other works assigned

B. Education Qualification:

- Minimum Bachelor's Degree in B.Com/BA (Economics), BBA & Preference will be given to PGDFM.
- Relevant skills & educational qualification will be given preference.

C. Personal Specification, Attribute & Competencies:

- Should have the ability to converse and communicate in both Dzongkha & English with clarity and diligence. Should be a computer literate.
- Willingness to work a flexible schedule
- Capable of multitasking and work as a team.

D. Remuneration & other benefits:

- FMCL Grade: 8
- Starting Pay : 15,535.00 (Negotiable based on experience and qualification)
- Corporate allowance 25% of the basic pay.
- Other benefits and allowances as per FMCL service rules.
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Terms of Reference

3. ICT (Diploma) - 1 slot

A. Job Responsibilities:

- Support the administration in planning procurement, development and management of IT/ICT and related services & products.
- Develop & maintain company website in a creative & effective manner.
- Advise the management on matter relating to ICT and how to optimize & integrate use of IT to improve operational efficiencies.
- Maintain & update inventory operational efficiencies.
- Work closely with Administration, Finance, Procurement and consolidate IT management system.
- Responsible for maintaining stock inventory in Tally ERP 9.
- Update the organization's contingency or disaster recovery plans to respond to new security requirements and present updates plans to the Senior Technical Associate for review and approval.
- Maintain the security of the system.
- Maintains a record of all hardware/software procured and a document of security issues the organization faced/faces.
- Carry out such other works as required by the management.
- Other duties as assigned.

B. Education Qualification:

- Diploma in IT with minimum of 5 yrs working experience in store inventory management and networking.
- Have knowledge in tally for inventory Management

C. Personal Specification, attribute & Competencies:

- High integrity /ethics and the ability to meet deadlines.
- Computer operating systems and systems programming;
- Principles, practices, hardware and software related to the establishment and maintenance of LAN's and WAN's;
- Procedures for installing, configuring, upgrading, troubleshooting and repairing applicable software, hardware and peripherals;

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- Strong interpersonal and communication skills.
- Comprehend complex & technical subject.
- Any other task assigned.

D. Remuneration & other benefits:

- FMCL Grade: 13
- Starting Pay : 10,560.00 (Negotiable based on experience and qualification)
- Corporate allowance 25% of the basic pay.
- Other benefits and allowances as per FMCL service rules.
- Pay will be fixed based on SOE pay guidelines.

Terms of Reference

4. Administrative Assistance - 1 Slot

A. Job Responsibilities:

- Assist the administrative officer to carry out his responsibilities.
- To ensure that all the office mails in coming & outgoing are recorded/delivered on time.
- Coordinate with AFD & clear all the utilities bills on time.
- Carry out office errands like processing VISA, passport etc.....
- Maintain the inventory of office equipments, furniture, stationary & other items.
- Attend to any additional task assigned by the office.

B. Education Qualification:

- Minimum class XII Pass
- Computer literate with ability to computer both English & Dzongkha.
- Experiences and educational qualification will be given preference

C. Personal Specification, Attribute & Competencies:

- High integrity
- Good personal hygiene & pleasant disposition.
- Willingness to work a flexible schedule
- Capable of multitasking.

D. Remuneration & other benefits:

- FMCL Grade: 13
- Starting Pay : 10,560.00 (Negotiable based on experience and qualification)
- Corporate allowance 25% of the basic pay.
- Other benefits and allowances as per FMCL service rules.
- Pay will be fixed based on SOE pay guidelines.

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5. Accounts Assistance - 1 Slot

A. Job Responsibilities:

- Process for settlement of all employee related claims and all other types of expenditures of the department/Unit in line with the broad financial guidelines with due diligence and care.
- Process payment of contractors and suppliers claims and check for the compliance of the claims in respect to the following documents viz. the NIQ, the contract agreements, Work Orders/purchase orders, Estimates, Bills of Quantities, entries in the measurement books, Material at Site Account Register, work deviation approval, expenditure sanctions, stock entries, budget availability, Hindrance Registers, work completion certificates handing/ taking over notes, verification/approval by the competent authority and for arithmetical accuracy.
- Restrict ineligible and inadmissible claims and enforce the financial discipline rigorously.
- Verify payments as to the completeness of the claims and in conformity to the rules.
- Ensure that all the statutory deductions and other recoveries are effected and remitted to the concerned agencies/beneficiaries within the time frame required by the statute in vogue.
- Ensure that all the claims are settled within the stipulated time frame.
- Maintain the books of accounts, i.e. ledger, sub-ledger, cash book and all other records as required by the financial statute and update daily with no error.
- Prepare cheque, draft and ensure proper receipt by the appropriate payee and on time.
- Close the cash book on a daily basis and reconcile the accounts to ascertain the fund balance.
- Maintain the paid vouchers in chronological order for future reference and auditing purpose.
- Perform all bank related duties.
- Safe custody of the financial documents and data.
- Prepare and generate monthly accounts.
- Any other works assigned by the superiors.

B. Education Qualification:

- Class XII with Diploma (DFM)/In-service with Diploma with training on commercial accounting.
- Experiences and educational qualification will be given preference

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C. Personal Specification, Attribute & Competencies:

- Good knowledge of commercial accounting system.
- Experience in handling accounts independently in a commercial & computerized environment.

D. Remuneration & other benefits:

- FMCL Grade: 13
- Starting Pay : 10,560 (Negotiable based on experience and qualification)
- Corporate allowance 25% of the basic pay.
- Other benefits and allowances as per FMCL service rules.
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6. Dispatcher/Telephone Operator - 1 Slot

A. Job Responsibilities:

- Ensure timely and correct recording and dispatching of outgoing mails, receive all incoming mails and submit to the addressee promptly.
- Prioritize mails requiring urgent attention and ensure to deliver within the available time.
- Ensure proper usage of fax and photocopiers and record the details of fax messages sent in a separate register.
- Maintain systemic filing of outgoing mails for future reference.
- Maintain exhaustive mailing address and update from time to time.
- Maintain a system of tracing the movement of correspondences receives
- Carry out any other task assigned by the Supervisors

B. Education Qualification:

- Minimum Class X Pass with basic computer knowledge.
- Preference will be give to experience based on the qualification and certificate

C. Personal Specification, Attribute & Competencies:

- Should have good knowledge of Dzongkha and English, both spoken and written. Must be able to correctly record mails and its subject matter.
- Should have good spoken knowledge on Dzongkha, English and other local dialects. The person should have the basic PABX System Operation and Handling Skills.

D. Remuneration & other benefits:

- FMCL Grade: 18
- Starting Pay : 7,540.00 (Negotiable based on experience and qualification)
- Corporate allowance 25% of the basic pay.
- Other benefits and allowances as per FMCL service rules.
- Pay will be fixed based on SOE pay guidelines.

Terms of Reference

7. Company Secretary. – 1 Slot

A. Job Responsibilities:

- Assist CEO in all clerical works
- Take dictation and type letters and statements.
- Attend to the telephone/pass the line to the Officer as and when required
- Draft standard/simple letters.
- Arrange appointments/meetings and maintain timing for the officer.
- Maintain records/files on matters directly dealt by the officer.
- Receive and manage visitors of the officer concerned.
- Any other asks assigned

B. Education Qualification:

- Cl. XII pass with Minimum 6 months course in Computer application, Office Management.
- Educational qualification will be given preference

C. Personal Specification, attribute & Competencies:

- Should have good written and spoken Dzongkha and English. Knowledge of other dialects would be considered as added advantage.
- Should be courteous and be able to handle matters on short notice.
- The job requires skill for coordination and communication.

D. Remuneration & other benefits:

- FMCL Grade: 13
- Starting Pay : 10,560 (Negotiable based on experience and qualification)
- Corporate allowance 25% of the basic pay.
- Other benefits and allowances as per FMCL service rules.
- Pay will be fixed based on SOE pay guidelines.

Terms of Reference

8. Store Keeper - 5 Slots

A. Job Responsibilities:

- Receive supplies of materials, store properly and issue to the users.
- Maintain accurate records of the materials; ensure minimum damage to the materials, plan distribution & stock rotation.
- Maintain & update inventory of store periodically.
- Coordinate with procurement section and user agencies.
- Ensure that goods are stored properly and proper security maintained at all time.
- Any other task assigned by the Supervisors.

B. Education Qualification:

- Minimum Cl. XII pass with knowledge and trained in store & commercial accounting.
- Have basic training on tally erp 9 for store Management.
- Trained in store keeping and computer operation
- Educational qualification will be given preference

C. Personal Specification, attribute & Competencies:

- Should have good written and spoken Dzongkha and English. Knowledge of other dialects would be considered as added advantage.
- High integrity/ ethics & the ability to meet deadlines.

D. Remuneration & other benefits:

- FMCL Grade: 13
- Starting Pay : 10,560.00 (Negotiable based on experience and qualification)
- Corporate allowance 25% of the basic pay.
- Other benefits and allowances as per FMCL service rules.
- Pay will be fixed based on SOE pay guidelines.

Terms of Reference

9. Marketing officer - 1 Slot

A. Job Responsibilities:

- Engage in the design, planning and implementation of programs and projects.
- Design, undertake, and disseminate market studies information related to business and trade promotion.
- Conduct market studies and draw up marketing plans and strategies in collaboration with concerned organizations.
- Conduct trial marketing and demonstration to the stakeholders as part of the trainings
- Draw up marketing strategy & sales promotion plans to increase the volume of sales.
- Advise technical departments on the produce to be produced for the market.
- Sensitize through media the products having potential domestic and export markets
- Review and monitor the marketing activities across the country.
- Supervise and guide the Assistant Marketing Officer and Marketing Extension staffs
- Attend to any ad-hoc marketing issues.
- Conduct field visits for verification of performances of plans and programs and be in constant touch with the field units.
- Attend to the grievances of the customers & plan mitigation measures.

B. Education Qualification:

- Minimum of Bachelor's Degree in Commerce, Business administration/Management.
- Relevant skills & educational qualification will be given preference.

C. Personal Specification, Attribute & Competencies:

- High integrity/ ethics & interpersonal skill & capable to work as a team.
- Should be well versed in both Dzongkha and English
- Good analytical skills in sound knowledge on computer applications and be able to write clear and concise reports.
- Good knowledge of business principals & Marketing techniques, good public relation skills, Organization management skills & understanding of the key business issues such as, strategic & operational planning etc.....

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D. Remuneration & other benefits:

- FMCL Grade: 8
- Starting Pay : 15,535.00 (Negotiable based on experience and qualification)
- Corporate allowance 25% of the basic pay.
- Other benefits and allowances as per FMCL service rules.
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10. Technician (Mechanical) 7 Slots

A. Job Responsibilities:

- Operation and maintenance of power plant equipments/machineries
- Undertake repair of mechanical equipments & machines
- Installation of electro-mechanical equipments
- Maintain proper maintenance log book
- Any other asks assigned

B. Education Qualification:

- VTI/TTI Certificate in the relevant field will have an added advantage.
- Experience will be given preference.

C. Personal Specification, Attribute & Competencies:

- High integrity/ ethics & interpersonal skill & capable to work as a team.
- Should be well versed in both Dzongkha and English
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D. Remuneration & other benefits:

- FMCL Grade: 13
- Starting Pay : 10,560.00 (Negotiable based on experience and qualification)
- Corporate allowance 25% of the basic pay.
- Other benefits and allowances as per FMCL service rules.
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11. Asst. Technician - 3 Slots

A. Job Responsibilities:

- Assist on operation and maintenance of power plant equipments/machineries
- Should operate, repair & maintenance of farm machinery machines.
- Good knowledge of sheet metal, welding & fabrication works.
- Any other asks assigned

B. Education Qualification:

- Class VIII pass
- Good knowledge & Experience in fabrication works.
- Certificate for operation of farm machinery.
- Experience candidates will be given the preference.

C. Personal Specification, attribute & Competencies:

- High integrity
- Able to work with flexible schedule

D. Remuneration & other benefits:

- FMCL Grade: 18
- Starting Pay : 7,540.00 (Negotiable based on experience and qualification)
- Corporate allowance 25% of the basic pay.
- Other benefits and allowances as per FMCL service rules.
- Pay will be fixed based on SOE pay guidelines.