

## **Annexure IV**

### **Terms of Reference for Chief Executive Officer Farm Machinery Corporation Limited (FMCL)**

#### **A. Background**

The Farm Machinery Corporation Limited (FMCL) has been established after the government identified agriculture sector as one of the key for country's development. The FMCL was registered on 28<sup>th</sup> March, 2016 as a State own Enterprise (SoE) for reducing public spending and enhancing farm mechanization services. The company's registered office is located in Paro with regional and service centres spread throughout the country for efficient and effective service availability to the farming community.

One of key objectives/mandates of the FMCL is to endeavor to transform farming activity through mechanization into a vibrant and sustainable economic venture. It also aspires to be exemplary in developing human resource and technological capacities in the farm mechanization sector besides generating revenue. Currently, the company is in the process of building necessary human resource capacity. The company has to align its target with that of Ministry of Agriculture and Forests (MoAF) for mechanizing Bhutanese farms. The company with its regional and service centers would stabilize the operations within the first year. Aside from farm machinery hiring services, the company foresees ample opportunity to progress in adding other farm mechanization products in the later stage to become a vibrant and competitive company. .

#### **B. Job Summary**

The CEO is expected to be visionary and strategist with excellent corporate leadership management quality and maintains excellent PR. The CEO shall lead the company in general and drive the company to be competitive farm mechanization service provider both at National and local level. The CEO will be required to prepare strategies and work plans for effective implementation of the set plans and targets under the guidance of the Board.

As the FMCL shall be liaising with National and International organization including development partners for support, the CEO shall have outstanding communication skills among others. While experience in farm mechanization services or industry will be an added advantage, the CEO must have adequate knowledge in corporate governance, corporate finance and operational aspects of the company.

#### **C. Duties and Responsibilities**

Key responsibilities of the CEO are as follows:

1. Develop and recommend corporate strategic plan and five-year operational and investment plan to the Board in order to ensure that the company's future direction and growth trajectory is clearly charted out.
2. Liaise with various levels of Government agencies and in particular, with MoAF to align corporate strategy and operational plan with that of the government policy and plan.
3. Mobilize donor support for enhancing farm mechanization services to farming community.
4. Manage and administer the FMCL to provide efficient and effective services as per the mandate.
5. Be conversant with the relevant laws, rules and guidelines in order to effectively deal with various National and International agencies.
6. Develop strategies and Standard operating Procedures (SoP) to deliver farm mechanization services in the most efficient way.
7. Frame SoP to prevent accidents and minimize occupational hazards while providing services.
8. Ensure that the services provided are exemplary with the use of appropriate technologies and safety standards.
9. Optimize the use of resources through alternate mechanism and innovation thereby maximizing returns.
10. Build an effective management team by developing the professional knowledge and skills, while holding them accountable for key performance deliverables.
11. Develop and maintain effective organizational structure, put in place a management succession with progressive capacity development plans

12. Consistently promote the mandate of the FMCL and ensure that the media relations and communication with relevant stakeholders is effectively attended to as the principal spokes person of the FMCL.
13. Keep the Board fully informed on all aspects of the company's operation and financial affairs, and on all matters of significant relevance to the company including changes in policies that affect the Company's operation.
14. Delegate authority to ensure that effective control and co-ordination mechanisms are in place including the establishment and development of effective internal controls over financial reporting.
15. Ensure that the company's assets are adequately safeguarded and optimized.
16. Maintain a high level of integrity, work ethics and corporate governance standards.
17. Be able to take risks under challenging circumstances using best judgment, and
18. Effectively implement the Board directives.

#### **D. Eligibility Criteria**

Qualification and experience:

1. Minimum of a Bachelors Degree. Applicants with master degree will be given preference.
2. Minimum of 15 years of work experience, which should include a minimum of 3 years at General Manager level and above (Corporate sector), or equivalent position of P1A and above positions (for civil service);

#### **E. Employment Type and Tenure**

The CEO shall be recruited for contract term of 3 years, extendable/renewable for one more term based on performance.

#### **F. Remuneration package**

1. Basic Pay (BP): Nu.70,000;
2. Contract Allowance: 30% to 40% depending on qualification and work experience

#### **G. Required documents**

- a. Resume;
- b. Copy of academic certificates and transcripts;
- c. Copy of last promotion order or letter from the employer certifying the fulfillment of minimum years of work experience at the General Manager Level or P1 A level;
- d. Copy of citizenship identity card;
- e. No objection certificate from the present employer if employed;
- f. Valid security clearance and medical certificate; and
- g. Recommendation letter from two referees (one of which should be current or last employer).