



## Terms of Reference

### POSITION DESCRIPTION

<b>Position Title</b>	<b>: General Manager, Corporate Services Division (CSD)</b>
<b>Position Level</b>	<b>: Executive Level/Grade 2 (M)</b>
<b>Employment Type</b>	<b>: On Contract for three years</b>
<b>Major Group:</b>	<b>: Corporate Service Division</b>
<b>Pay Scale</b>	<b>: 46,980-1,175-70,480</b>

#### **General Responsibilities:**

**Reporting:** Chief Executive Officer

#### **Corporate Services Division (CSD)**

This Division shall be headed by a General Manager who shall be responsible for overall corporate support functions and their performance. The Division is responsible for all the activities including planning, implementation and monitoring of programs and activities of the Finance & Accounts Section, HR & Administration Section and IT unit. It shall have two sections and one unit under it.

#### **Duties and Responsibilities of the GM of CSD:**

1. Oversee the support functions of the division.
2. Provide strategic directions to the Finance & Accounts Section in all financial and accounting matters of the company.
3. Responsible for overseeing the budget preparation of the company.
4. Responsible for HR management and administration, employee relations, and ensuring positive and conducive work culture.
5. Provide strategic directions to ICT unit in innovation and digitalization of IT systems.
6. Provide strategic and financial guidance ensuring all legal and regulatory compliances for accounting and financial reporting functions (BAS) for sound financial management and control of the company's business.
7. Maximize the returns on the regulated business of the utility and its assets by establishing and operating intelligent investment management, financial policies, procedures, internal control mechanisms and reporting systems.

8. Guide the financial decisions of the company and maximizes return and limiting risk on cash by ensuring optimal cash balances and investment decisions.
9. Coordinate and be a core member of committees on Management, Finance, HR Management, Business development & diversification with relevant departments and divisions.
10. Recognize, nurture and develop human resources potentials and capacities and ensure critical mass of expertise in all the relevant fields for the company, succession planning at various levels and creating a creative and innovative work culture.
11. Restructure and reassign optimal human resources.
12. Any other relevant functions and tasks assigned by the Management.

#### Finance and Accounts Section (FAS) - Duties and Responsibilities

1. Provide strategic financial advice and services to the management and the Board.
2. Carry out financial viability of any activity that are to be taken up by the Company i.e. to review and validate project proposals.
3. Provide financial reports, statistics, forecasts and other necessary data to the management, Board, shareholder and all other stakeholders.
4. Ensure budgeting, planning and proper book of accounts are maintained.
5. Ensure financial statements are prepared in accordance with the BAS and any other relevant rules.
6. Ensure final accounts of the Company are certified by board, RAA and statutory Auditors yearly.
7. Plan audit, liaise with RAA/Statutory Audit and Tax Audit during auditing.
8. Ensure timely settlement of bills (receipts and payments) and invoices by making sure that the bills and vouchers processed by the subordinates are as per rules.
9. Control irregular, excess, inadmissible, unauthorized and unbudgeted payments by ensuring that all financial rules, regulations and procedures are strictly followed.
10. Ensure submission of monthly/quarterly & Annual Plan deck to MoF within the deadline.

#### HR & Administration Section - Duties and Responsibilities

1. Formulate strategy and supporting policies to ensure that the staffing needs of NHDCL are met in a cost-effective manner, especially in ensuring a Succession Plan.
2. Formulate and promote Corporate Culture that rewards meritocracy and which has no tolerance for corruption.

3. Develop a proper staffing plan which forecasts the future needs of the NHDCL in terms of the number, qualification, skill and deployment of staff.
4. Ensure the on-time streamlining, recruitment and retrenchment processes so that functions of NHDCL do not face HR-related problems.
5. Train and develop staff, building the capacity of NHDCL.
6. Develop a sufficient supply of well qualified, trained staff to meet its current and future business needs.
7. Communicate and sensitize policy changes and information about NHDCL, making sure staff are kept well informed about developments/issues which affect their work.
8. Keep up-to-date with developments affecting human resource management within Bhutan and outside, particularly construction companies, which might affect NHDCL and its operation.
9. Develop policies, practices and procedures for human resource and administrative matters ensuring effective application.

#### ICT Unit - Duties and Responsibilities

1. Foresee the execution of the overall operation of ICT unit, including strategy, planning, security, audit, and budget and project management.
2. Ensure the development and maintenance of ICT system and manage the internal office network for NHDCL.
3. Improve internal processes by recommending changes and upgrades to existing new systems.
4. Ensure compliance with policies and procedures related to safety, security, confidentiality and data protection, reporting any concerns to the appropriate authority.

#### Other Duties & Responsibilities

1. Perform any other tasks assigned by the management deemed relevant and suitable for this position



## KNOWLEDGE AND SKILLS REQUIREMENTS

**Education** : Bachelor's Degree in Commerce & Accounting (Preference will be given to candidates with Masters in Professional Accounting/ CPA/ACCA)

**Experience** : Minimum of 10 years' work experience in Finance & Accounts of which minimum five (5) years should have been in managerial position.

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

Requires leadership and management skills, strategic planning, financial acumen, HR expertise, technical proficiency, regulatory compliance and good communication skills in both Dzongkha and English. Ability to plan, organize, direct, control and coordinate the overall administration of organizations. Must have strong interpersonal skills.