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**Food Corporation of Bhutan Limited**  
*"Ensuring Food Security for the Nation at all times"*  
**CORPORATE HEADQUARTERS**



**Terms of Reference (ToR)**  
**Agricultural Marketing Division (AMD)**

<b>Position Title</b>	Head, Agricultural Marketing Division
<b>Grade</b>	M3
<b>Pay &amp; Allowance</b>	<b>Basic Pay:</b> Nu. 26,850.00 (Pay scale: 26,850-670-40,250) <b>HRA:</b> 20% of basic pay per month. <b>Fixed Allowance:</b> Nu. 13,600.00/month <b>Conveyance Allowance:</b> Nu.10,000.00/month <b>LTC:</b> Nu. 1,250.00 <b>Other Benefits:</b> PBVA and other entitlements as per FCBL Service Rules. <i>Basic pay shall be negotiable based on relevant experience.</i>
<b>Type of Employment</b>	Regular after a six-month probation period.
<b>Qualification &amp; Experience</b>	Bachelor's Degree, preferably BBA/B.CoM with a minimum of <b>five years</b> of relevant experience.
<b>Background</b>	<p>The Head (AMD) will oversee the development and execution of RNR marketing strategies aimed at promoting agricultural products and expanding the potential market to drive revenue growth for the company.</p> <p>This role will support and facilitate the export of agricultural products through a competitive bidding process meeting the market dynamics.</p> <p>S/he shall be directly reported to the Chief Executive Officer.</p>
<b>Knowledge, Skill &amp; Abilities</b>	<ul style="list-style-type: none"><li>■ Strong leadership and team management abilities.</li><li>■ Excellent communication and interpersonal skills.</li><li>■ Knowledge of digital marketing tools.</li><li>■ Understanding of the agricultural industry and market dynamics.</li></ul>



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<b>Duties, Responsibilities &amp; Accountabilities</b>	<ol style="list-style-type: none"><li>1) Oversee all functions pertaining to the RNR marketing and export-related activities under FCBL.</li><li>2) Ensure liaison between the headquarters and the Regional Offices concerning RNR activities.</li><li>3) Manage and operate the Gyalsung Aggregation Centers for timely delivery of dry rations and fresh vegetables to the academies.</li><li>4) Prepare a distribution plan in consultation with the Gyalsung Academies &amp; relevant stakeholders and communicate it to the Regional Office for onward action.</li><li>5) Facilitate sourcing (including imports) and supply of goods in close consultation with Regional Offices and FECD. Source from other locations or import from India if the supply from identified Dzongkhag/Gewogs is insufficient or of poor quality.</li><li>6) Maintain consolidated records of supplies, production, facilities, equipment, payments to growers, and transporters, both manually and in the system.</li><li>7) Ensure agreements or MoUs related to AMD are timely renewed.</li><li>8) Development of any papers on agricultural marketing-related activities (guidelines, SOPs, proposal, analysis/assessment report, annual reports, etc) under the guidance of the FCBL Management.</li><li>9) Initiate the timely review and revision of the existing documents whenever deemed necessary for effective RNR marketing facilitation by FCBL.</li><li>10) Guide and assist in planning and development of implementation plans of regions pertaining to RNR Marketing and facilitation in consultation with the Management.</li></ol>
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	<ol style="list-style-type: none"><li>11) Guide and assist Regional Offices to efficiently facilitate RNR marketing through the operation of Auction Yards and direct export.</li><li>12) Coordinate direct purchase implementation of RNR commodities as per the directives of the DAMC, MoAL through support from Regional Offices.</li><li>13) Explore markets for the market-oriented RNR commodities and export to international markets.</li><li>14) Undertake final reconciliation of RNR transactions for annual closing based on the report submitted by the Regional Offices.</li><li>15) Submit the RNR report to the Head, FAD on a monthly basis.</li><li>16) Formulation of the annual budget plan for the AMD.</li><li>17) Formulation of the Annual Performance Agreement (APC) for AMD in line with FCBL's overall APC with the MoF.</li><li>18) Execute any other official task that may be assigned by the immediate supervisor or management.</li></ol>
<b>Document Requirements</b>	<ol style="list-style-type: none"><li>1. Duly filled Employment Application Form (download it from the FCBL website: <a href="http://www.fcbl.bt">www.fcbl.bt</a> )</li><li>2. Curriculum Vitae/Resume</li><li>3. Copies of academic transcripts</li><li>4. Copy of valid CID card</li><li>5. Valid Security Clearance Certificate</li><li>6. Valid Medical fitness certificate</li><li>7. No Objection Certificate (if currently employed)</li></ol>