

**Recruitment of Director, Department of Corporate Service through In-house vacancy.**  
**Terms of Reference**

<b>Position Title</b>	Director, Department of Corporate Service
<b>Grade</b>	EX/D3
<b>Pay and Allowance</b>	<ol style="list-style-type: none"> <li>1. Basic pay: Nu.38,290 (Pay scale: 38,290 - 955 - 57390)</li> <li>2. Contract Allowance: 50% of basic pay</li> <li>3. Fixed allowance: Nu.19,400</li> <li>4. LTC: 1,250</li> <li>5. Other benefits as per the FCB SRR 2024</li> </ol>
<b>Type of Employment</b>	Contractual basis with a minimum period of 3 years and renewable based on performance.
<b>Education &amp; Experience Criteria</b>	The candidate should have a Bachelor's degree from a recognized university with a minimum of twelve (12) years of work experience.
<b>Background</b>	<p>The Director shall head the Department of Corporate Service. Formulate service plans, prepare budget and other policies in consultation with the relevant Divisions under the DoCS to fulfill both the social and corporate objectives of FCBL. Provide oversight, manage and supervise all the divisions under DoCS, regional offices to strengthen the corporate service to the nation. The Director shall consistently explore avenues to mobilize funds to support the business operations of FCBL. Maintain strong relationships with a diverse range of stakeholders, business partners that directly or indirectly contribute to the mission and goals of FCBL. He/she has the direct responsibility to set the tone for the company's service by exemplifying core values of the company, maintaining high ethical standards, integrity and fairness. He/she must act in the best interests of the company in all contexts and is responsible for ensuring this culture prevails across the organization's employees.</p>
	<ol style="list-style-type: none"> <li>1) Set the tone for the company's service by exemplifying the core values of the company, and maintain high ethical standards at all times.</li> <li>2) Maintain a positive work environment that facilitates team work and solidarity and is conducive to attracting, retaining</li> </ol>

<p><b>Duties, Responsibilities and Accountabilities</b></p>	<p>and motivating diverse talent within the DoCs and beyond.</p> <ol style="list-style-type: none"> <li>3) Prepare and execute strategic service and financial plans, policies and manuals for FCBL's corporate service in consultation with relevant Divisions under the DoCS.</li> <li>4) Prepare annual budget, work plans and targets, forecast capital requirement, and arrange bank loans &amp; borrowings to facilitate FCBL's business. S/he shall guide and supervise the general procurement for the company.</li> <li>5) Execute administrative, financial, and risk management operations of the company. He/she shall put in place financial and service monitoring of control systems designed to preserve company assets and report accurate financial results.</li> <li>6) Provide oversight, manage and supervise regional managers, heads of Division and other staff under the DoCS on the corporate finance and service matters in accordance with power delegated as per Service Rule of FCBL.</li> <li>7) Develops financial strategies by forecasting capital, facilities, and staff requirements through means of identifying monetary resources and developing action plans.</li> <li>8) Ensure that the company's finance and other resources are managed prudently so that profitability, liquidity and productivity of different classes of assets are optimized.</li> <li>9) Ensure the accounting report is based on the Companies Act of Bhutan 2016 , the Bhutan Accounting Standard and/or other relevant regulatory frameworks.</li> <li>10) Provide leadership and optimize the company's service and financial performance and strategic position.</li> <li>11) Ensure an efficient and clean financial management structure, optimize revenue generation and provide essential input for financial planning, monitoring and evaluation to ensure all finances are grounded in sound business management to enhance the cost-effectiveness of FCBL's business and services.</li> <li>12) Represent FCBL and its work with external stakeholders to ensure a high level of credibility and manage strong and effective working partnerships with public, corporate and private entities to strengthen FCBL's service.</li> <li>13) Monitor general procurement services of the company to ensure they are operating effectively and provide the best value to the company.</li> <li>14) Execute and maintain effective communications with all the</li> </ol>
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	<p>stakeholders through appropriate forms of communication tools and mediums.</p> <p>15) Develop and implement cash management policies, and manage the company's liquidity and manage company policies regarding capital requirements, debt, equity, taxation as appropriate in consultation with the Finance and Accounts Division.</p> <p>16) Lead and develop team under DoCS, oversee internal controls, monitor expenditures, improve revenue, monitor cash flow and evaluate investments proactively.</p> <p>17) Monitor service and financial performance by measuring and analyzing results, initiating corrective actions and report financial status by developing forecasts, reporting results, analyzing variances and developing improvements.</p> <p>18) Monitor embezzlement cases, credit defaulters and misuse of company resources through means of periodic physical verifications and impromptu audits and inspections.</p> <p>19) Collaborate and support the other departments/units under FCBL towards achieving the company's broad objectives.</p> <p>20) Report to the Chief Executive Officer on the official matters from time to time with regular business performance updates, challenges and opportunities and other relevant matters adequately and correctly.</p> <p>21) Carry out any other tasks assigned by the Chief Executive Officer from time to time.</p>
<b>Reporting</b>	Chief Executive Officer, FCBL
<b>Documents required for the application</b>	<p>The application must be submitted to the HRAD via the link provided in the announced notification.</p> <ol style="list-style-type: none"> <li>1) FCBL Job Application Form</li> <li>2) Curriculum Vitae/Resume.</li> <li>3) Copies of Academic certificates and transcripts.</li> <li>4) Copy of a valid CID card.</li> <li>5) Copy of Valid Security Clearance Certificate.</li> <li>6) Copy of Audit clearance certificate.</li> <li>7) Copy of Work experience certificates.</li> <li>8) Contact Details of referees (if any).</li> <li>9) Original medical fitness certificate.</li> </ol>