



Terms of Reference for the Chief Executive Officer
Bhutan Livestock Development Corporation Limited-(BLDCL)

Overview

Employer:	Bhutan Livestock Development Corporation Limited.
Industry:	Production & Manufacturing.
Location:	Thimphu.
Position title:	Chief Executive Officer.
Employment Type:	Contract for (3) three years.

1. Introduction:

Bhutan Livestock Development Corporation Limited (the company) was incorporated and registered under the Companies Act of Bhutan, 2016 on March 15, 2017. The registered corporate head office is located at Namtog Lam, Khangkhulu, Thimphu with its production units at Samrang, Samdrup Jongkhar; Relangthang, Sarpang; Haa; Yusipang and Serbithang, Thimphu.

The main mandate of the company is to complement the developmental needs of the livestock sector in the country to enhance livestock production and achieve self-sufficiency in inputs and products through a business stratagem. In addition, BLDCL engages in aggregation, value addition, internal marketing and export of farmer products.

2. Summary:

The Chief Executive Officer reports to the Board and will be responsible for the overall management of the company. The CEO shall manage the business affairs in the best interest of the company with guidance and support from the Board and in compliance with the laws of the country. In addition to the responsibilities assigned by the BLDCL Board from time to time, she/he shall carry out those responsibilities stated in The Companies Act of Bhutan 2016 and any amendments/new law(s) thereof, along with the following specific roles and responsibilities;



General Responsibilities:

The Chief Executive Officer is accountable for all affairs related to business and financial management of Bhutan Livestock Development Corporation Limited and shall report to the Board of Directors. She/he shall provide strategic leadership and manage the Corporation within its vision, mission, values and strategic objectives.

3. Specific Duties:

The Chief Executive Officer shall:

1. Develop and recommend technical and operational strategies and business plans to the Board that are consistent with the vision and mission of the company.
2. Lead and manage BLDCL within the parameters established by the Board of Directors.
3. Ensure the company is appropriately organized and staffed and has the authority to hire and terminate staff as necessary to enable it to achieve the approved strategy.
4. Make plans for diversification and expansion of the business to the domestic, regional and international markets.
5. Achieve the mandates and objectives of the company as expounded in the Article of Incorporation.
6. Develop annual business plans for Boards approval. Implement the approved plan in the most cost-effective way and monitor on a regular interval.
7. Implement and monitor annual business plans through the annual income and expenditure of the company.
8. Review and report regularly to the Board on the overall progress and results of the company in tandem with the operating and financial objectives, and initiate courses of action for improvement accordingly.
9. Develop and maintain corporate policies, financial management guidelines and standards aimed at minimizing costs of operation and maximizing returns to scale.
10. Develop and maintain a sound, effective organizational structure, ensure capable management succession, impart progressive employee training and development programs.
11. Identify the principal risks of BLDCL's business and implement appropriate systems to manage these risks.



12. Ensure effective communications and maintain appropriate relationships with Government and other stakeholders.
13. Establish good governance through introduction of appropriate mechanisms of reporting, auditing and monitoring the internal control systems.
14. Manage and oversee the required interfaces between BLDCL, Government and other relevant stakeholders by representing as the principal spokesperson for BLDCL.
15. Ensure all operations and activities of BLDCL are conducted in accordance with laws and regulations in vogue; BLDCL's code of conduct, practices, policies and conflict of interest guidelines as approved by Board of Directors.
16. Foster a corporate culture that promotes and encourages ethical practices, individual integrity and social responsibility.
17. Obtain Board's approval prior to taking action on issues outside the delegated authority.
18. Ensure that the Board is fully informed on all significant operational, financial and on the matters relevant to BLDCL.
19. Ensure that the Board Directors are properly informed and that sufficient information is provided to enable the Directors to form appropriate judgements.
20. In concert with the Chairman, to develop Board Agendas.
21. Request that special meetings of the Board be called when appropriate.
22. Sit on committees of the Board where appropriate as determined by the Board;
23. Bring to the notice of the Board of the following:
 - a. Award of major contracts;
 - b. Any case of misuse of funds or property of the Company;
 - c. Any major case(s) or litigation, disputes etc.;
 - d. Any potential case(s) of risks to the Company;
24. Any other work as assigned and entrusted by the Board of Directors from time to time.

4. Strategic Management:

- a. Develop and recommend a long-term vision and strategy for BLDCL based on the evolving socio-economic scenario; and
- b. Successfully execute the corresponding business and operational plans. Review and report regularly to the Board on the overall progress and results against operating and



financial objectives and initiate courses of action for improvement. This includes the identification of future opportunities and threats.

5. Qualification and Experience:

- a. Minimum of Bachelor's Degree in Business /Finance/Economics (full-time) from a recognized University. Candidates having relevant technical experience may be an added advantage.
- b. Minimum of 15 (fifteen) years of work experience in Government Agencies /Public or Private Companies.
- c. Up to 18 months of study period shall be treated as active service considering the years of work experience required.
- d. Candidates having relevant work experience will be given preference;
- e. Minimum active service of 3 years at senior managerial level (P1 A and above in the Civil Service and General Manager and above or equivalent position in the Corporate/Private Sector); and
- f. Should not have crossed 55 years of age at the time of the deadline for application submission.

6. Knowledge, skills and abilities.

The candidate must possess the following knowledge, skills and abilities:

- a. Excellent leadership and management skills;
- b. Excellent analytical, problem solving and decision-making skills;
- c. Strong strategic orientation and competence in translating the board's strategic decision into well-thought-out actions;
- d. Strong negotiation and client management skills;
- e. Strong oral and written communication skills in English and Dzongkha;
- f. Impeccable integrity and business ethics;
- g. Strong interpersonal skills and ability to develop and foster meaningful relationships with relevant stakeholders; and
- h. Be a team player.



7. Employment Type and Tenure:

The selected candidate for the post of CEO shall be recruited for contract term of three (3) years, which may be renewed based on performance, and up to a maximum of two terms in line with the Corporate Governance Rules and Regulations 2019.

8. Salary and Other benefits

Pay Scale:	Nu.75, 000 - 1875- 86,250/-
Contract Allowance:	Up to 50% of the Basic Pay
Production Endurance Allowance	20% of the Basic Pay
Communication Allowance:	Nu. 4,500 per month
PBVI:	A minimum of 15% of the annual basic pay is subject to fulfilment of the Performance Annual Compact signed between MoF and BLDCL.
Other Entitlements:	Eligible as per the BLDCL Internal Service Rule & Regulations 2018

9. Mandatory documents (required to submit along with application)

- Job Application form;
- Curriculum Vitae;
- Copy of Degree/Master certificates and Academic transcripts (University and other relevant transcripts);
- Copy of valid Citizenship ID Card;
- Valid Security Clearance Certificate (approved online);
- Valid Audit Clearance, must mandatory;
- A copy of the tax clearance certificate and CIB report;
- A valid document proof/evidence to show 15 years of work experience
- Valid office order of appointment/promotion to GM/P1 A or equivalent position level; and
- Names and contact details of two non-family related referees including one from the current/latest employer.



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Bhutan Livestock Development Corporation Limited
Corporate Head Office
Thimphu: Bhutan
"Inspiring the growth of livestock entrepreneurs"



Non-submission of any of the above documents or incomplete submission shall lead to rejection of application.