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



TERMS OF REFERENCE (TOR) FOR Sr. Manager

Position Title	Sr. Manager
Grade	M3/M2/M1 Based on experience
Pay & allowance	- Basic pay Nu.26,850 (M3) Nu. 30,155 (M2) Nu. 33,820 (M1) + 20% House Rent Allowance (HRA) - Other benefits as per the Company ISRR
Type of employment	Regular
Report To	CLPO, Production and Investment Department.
Qualification & Experience	Bachelor's (B.com/BBA/B.Sc. Animal Science), minimum of 5 years of experience in the relevant field.
Background	The Sr. Manager role involves overseeing production in the farms and/or providing services. It's the Sr. Manager's job to ensure an organisation is running as efficiently as possible, with a smooth and efficient service that meets the expectations and needs of customers and clients. It also involves managing both raw materials and personnel. Oversight of inventory, purchasing and supplies is also central to the job
Knowledge, Skills & Abilities	- Proficiency in Microsoft Office (Word, Excel, PowerPoint); basic knowledge of ERP Next is an advantage. - Good verbal and written communication skills in English, Dzongkha and other dialects will be an advantage. - Strong organisational and Leadership skills with attention to detail - Ability to work under pressure, meet deadlines, and collaborate in a team environment - Understanding of the Bhutanese livestock market is an added advantage.
Duties, Responsibilities & Accountabilities	Responsibilities include (but are not limited to): ❖ To monitor and analyze the current system of production or provision to check its effectiveness, and work out a strategy for improving if necessary. ❖ To manage day-to-day activities, analyze statistics and write reports. ❖ To liaise with other team members, including interacting with managers of different units of the organization, presenting findings to stakeholders and higher management, as well as onboarding and supervising new employees and tracking and measuring staff performance. ❖ Co-ordinate with CLPO, PID in planning, budgeting, expenses control and HR management. ❖ Develop and implement staffing and business plans to achieve business targets. ❖ Managing quality assurance programs. ❖ Researching new technologies and alternative methods of efficiency. ❖ Setting and reviewing budgets and managing expenses. ❖ Overseeing inventory, distribution of goods and facility layout. ❖ Record and report data and maintain accurate and real-time information of farm performance in an organized manner. ❖ Act as a focal point for Gyalsung supplies and Price Guarantee Scheme (PGS) Any other work assigned by the management

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