

**BHUTAN LIVESTOCK DEVELOPMENT CORPORATION LIMITED**



---

**TERMS OF REFERENCE FOR CHIEF EXECUTIVE OFFICER**

**(MAY 2026)**

**Terms of Reference for Chief Executive Officer  
Bhutan Livestock Development Corporation Limited**

---

## **1. Overview**

---

Employer	:	<b>Bhutan Livestock Development Corporation Limited</b>
Segment	:	Manufacturing
Location	:	Thimphu, Bhutan
Position	:	Chief Executive Officer (CEO)
Employment type	:	Contract for three years

## **2. 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; and Yusipang and Serbithang, Thimphu.

The primary mandate of the company is to strengthen livestock product development and promote a sustainable livestock value chain through strategic business interventions. The company focuses on aggregation of livestock products from farmers, value-addition, market linkage development, and promotion of internal marketing to enhance domestic consumption and support national self-sufficiency in livestock products.

## **3. Summary**

---

The Chief Executive Officer (CEO) is the senior most executive of the company and reports to the Board of Directors. The primary responsibilities of the CEO are to:

- a. Provide overall leadership and management of company affairs under the guidance of the Board;
- b. Formulate and execute strategic plans to realize and fulfill the mandates of the company;
- c. Lead and manage the company within the parameters established by the Board and relevant Board committees;
- d. Plan, monitor and evaluate the performance of the company and executive teams in realizing the mandates of the company;
- e. Create sustainable long-term shareholder value; and
- f. Be a dynamic leader and engage the Board through new ideas and proposals to drive the company forward.

## **4. Responsibilities**

---

In addition to the responsibilities assigned by the Board, those stated in the Companies Act of Bhutan 2016, the following are the specific roles and responsibilities of the CEO.

#### **4.1 General Management**

The CEO shall report to the Board of Directors of BLDCL. His/her primary responsibilities shall include the following:

- a. Manage the day-to-day operations of the company within the guidelines, rules, policies, and directives issued by the Board and regulatory agencies;
- b. Appoint and maintain a strong executive management team to assist in the execution of the tasks delegated by the Board;
- c. Promote leadership development and proper succession planning for key positions in the company;
- d. Implement all plans, policies, and performance targets approved by the board;
- e. Develop/revise systems and processes for effective and efficient management of the company;
- f. Manage the overall business to ensure strategic plans and business plans are effectively implemented within the authority delegated by the Board, the performances are monitored and reported to the Board, and financial and operational objectives are attained;
- g. Ensure that the authorities delegated by the Board are exercised in the manner and within the intent of such delegation and referring all matters outside his delegations to the Board for approval;
- h. Carry out and lead change interventions, such as re-organization, as and when desired by the Board, and oversee their effective implementations;
- i. Apprise the Board and Board Chairman on all matters of significance. Further, keep the Board Chairman informed of all matters of significance that occur between the Board meetings;
- j. Provide the Board with accurate, relevant, timely and complete information;
- k. Ensure effective identification and communication of all material risks to the Board, along with mitigation plans and procedures; and
- l. Other responsibilities as may be designated by the Board from time to time.

#### **4.2 Strategic Management**

- a. Be a dynamic leader and engage the Board through new ideas and proposals to drive the company forward;
- b. Develop and recommend long-term vision and strategy for the company, which is in close alignment with the anticipated market environment. This includes updating and making changes, as required, and involving the Board in early stages of strategy development; and
- c. 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 identification of future opportunities and threats.

### **4.3 Operational Management**

The following operational functions must be ensured:

Develop annual forecasts of revenue, expenditure, growth pattern, operational results and other financial performances;

- a. Develop innovative business models to improve service efficiency to attain the broader objectives of the company;
- b. Develop and secure approval of the Board, the annual budgets, both current and capital investments;
- c. Utilize or authorize utilization of the company resources in a prudent manner such that the operational plans are executed efficiently and on time;
- d. Enter into agreements, contracts, leases, etc. in the ordinary course of business, in order to pursue the approved strategies, business plans, and objectives of the company, provided, that major commitments, exposures, and risks are reported to the Board on a regular and timely basis;
- e. Ensure that the members of the Board receive accurate, timely and clear information, in particular about the company's performance, significant financial arrangements, the development of rationale investments and others areas of significance to enable the Board to take sound decisions, monitor effectively and provide advice to promote the success of the company;
- f. Enforce accountability and transparency while executing any projects and business activities; and
- g. Keep the Board fully informed on all aspects of the Company's operational and financial affairs, and on all matters of significance to the Company, including those matters emanating from government and regulators on issues such as fiscal, monetary and environmental policies and legislation affecting operations and regulatory oversight etc.

### **4.4 Human Resource Management and Development**

- a. Develop a robust organizational structure supported by appropriate manpower plans to ensure that the business objectives are realized;
- b. Promote leadership development and proper succession planning for key positions in the company;
- c. Inculcate performance culture in the company by implementing Performance Management Systems and relevant policies approved by the board from time to time.
- d. Develop and implement HR Master Plan to identify and prioritize actions for continued and efficient delivery of core operational services. This shall also include the manpower planning and manpower sizing for optimum utilization of human resources;
- e. Undertake Training Needs Assessments to determine what training needs to be provided to help individuals and the organization accomplish their goals and objectives;
- f. Undertake Employee Engagement Survey to understand the motivation level of employees for efficient operation of the company and implement measures and interventions;

- g. Implement the HR Service Manual as approved by the Board for day-to-day management of the company; and
- h. Foster a corporate culture that promotes ethical practices and encourages individual integrity, effectiveness and social responsibility.

#### **4.5 Relationship Management**

- a. Ensure effective communication, appropriate and constructive relationships are maintained with the shareholder and relevant stakeholders;
- b. Protect and enhance the image and reputation of the Company;
- c. Represent company as and when required, including in important national events, business meetings and public forums; and
- d. Act as the Company's interface with its operating environment, the business community, customers, statutory bodies and government agencies. The CEO shall also act as the principal spokesperson for the Company.

#### **4.6 Compliances, Risk Management and Corporate Governance**

- a. Authorize and ensure that effective control and co-ordination mechanisms for all operations and activities are in place including the establishment and development of effective internal controls over financial reporting;
- b. Ensure the Company's assets are adequately safeguarded and optimized in the best interest of the company;
- c. Maintain a high level of integrity, work ethics and Corporate Governance standards;
- d. Develop Risk Management framework, including identification of key risks and mitigation measures. Also, ensure that the risk register is developed, updated and presented to the Board for approval every year so that the implementation is monitored and results evaluated;
- e. Resolve all audit issues and design appropriate checks and balances to ensure that such lapses do not recur;
- f. Strengthen the function of internal audit to ensure internal checks and balances; and
- g. Ensure compliance with any legal and regulatory obligations.

### **5. Qualification & Experience**

---

- a. Minimum of Bachelor's Degree obtained from a recognized university through a regular (full-time) program; and
- b. Minimum Ten (10) years of active work experience.

### **6. Skills, Knowledge and Attributes Required**

---

- a. Excellent leadership skills;
- b. Excellent managerial capabilities;
- c. Excellent analytical, problem-solving and decision-making skills;
- d. Strong strategic orientation and competence in translating the board's strategic decision into well-thought-out actions;

- e. Strong negotiation and client management skills;
- f. Strong oral and written communication skills;
- g. Impeccable integrity or business ethics;
- h. Strong inter-personal skills and ability to develop and foster meaningful relationship with relevant stakeholder;
- i. Ability and desire to complete works/projects under deadlines.
- j. Experiences in the related businesses or/and corporate culture are given some preferences.

## **7. Employment Type and Tenure**

The selected candidate for the post of CEO shall be recruited for a contract term of three (3) years, which may be renewed based on performance.

## **8. Salary & Other Benefits**

Pay Scale:	Nu. 75, 000 - 1875 - 103,125/-
Contract Allowance:	Up to 60% of the Basic Pay
LTC:	Nu. 1,250 per month
Fixed Allowance:	Nu. 45,000 per month
PBVI:	Minimum of 15% of the annual basic pay, subject to fulfillment 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 along with the application)**

- a. Curriculum vitae (CV) indicating clearly the details of the applicant and, with names and details of two referees.
- b. Bachelor's Degree and transcripts (for entire course).
- c. Master's and any other higher Degrees and transcripts (for entire course), if applicable.
- d. A valid document proof/evidence to show 10 years of work experience.
- e. A valid Citizenship Identity Card.
- f. A valid audit clearance certificate for the interview.
- g. A valid security clearance.

**Non-submission of any of the above documents or partial submission, except for (c) above, shall lead to rejection of the application.**

**The shortlisted candidates shall be required to undergo the Anti-Corruption Commission (ACC) Integrity Vetting Process prior to the final interview.**

**Additionally, the following documents shall be produced by the selected candidates:**

- a. Valid medical fitness certificate.
- b. No objection certificate letter from the employer, if currently employed.

---

END