

ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 Position Title:** Assistant Industries Officer
1.2 Position Level: S1
1.3 Major Group: Trade, Industry & Tourism Services Group
1.4 Sub-Group: Industry Services
1.5 Job Code No.: 18.780.05
1.6 Job Location : Thimphu

Ministry: Ministry of Trade & Industry. **Department:** Industry. **Division:**
All Divisions

Section: not applicable - **Unit:** _____

1.7 Title of first level supervisor (*Official title of the Supervisor*): Chief Industries Officer/Dy. Chief Industries Officer

2. PURPOSE, DUTIES AND RESPONSIBILITIES:

Purpose: To see that the industrial activities are undertaken as per the rules and regulations governing industrial activities. The job also involves conducting business management trainings, collection, compilation and presentation of industrial data and provision of support services to industries

Duties and responsibilities	% of Time
<ul style="list-style-type: none">• Assist in the execution/ implementation of donor funded projects/programs and provide counterpart services to consultants • Process applications for new licences and any change in the existing	

<p>licences and put up for approval/directives</p> <ul style="list-style-type: none"> • Process visas, manpower requirement, raw material requirement, import licences, foreign exchange requirement etc of industries with the appropriate Government agencies • Visit industries to collect and compile industrial information on industrial activities, licences, performances, resources etc. Update & maintain industrial database including data on foreign investment • Generate reports on industrial licences, industrial performances and industrial resource data for record, reference, monitoring, planning and decision making purposes. • Undertake inspection of industries and industrial establishments for compliance of industrial rules and regulations. Submit reports for record and action. • Conduct entrepreneurship development and small business management trainings. Provides advisory and consultancy services and other assistance like licensing and industrial policy guidelines to the promoters of cottage, small and medium scale industries • Assist in developing, revising or updating training materials, gathering marketing information and other data related to industrial activities. • Assist to organize and conduct meetings on industrial matters. 	
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3. KNOWLEDGE AND SKILLS REQUIREMENTS:

3.1 Education

Bachelors with PGCDM/PGCFM

3.2 Training

3.3 Length and type of practical experience required:

Entry

3.4 Knowledge of language(s) and other specialized requirements:

Fluency in written and spoken English and Dzongkha, ability to converse in other languages would be an additional advantage.

4. COMPLEXITY OF WORK.

The task would require sharp intellect and understanding of National policies and market behaviour within the region and outside. Teaching and curriculum development skills may also be required. It would also require good knowledge on the subject matter and analytical skills.

5. SCOPE AND EFFECT OF WORK

Information management, inspection and monitoring of industrial activities and conducting small business management training. The work product would have significant bearing on the accuracy, reliability and acceptability of further work done both within the Division and other related organizations.

6. INSTRUCTIONS AND GUIDELINES AVAILABLE:

6.1 Instructions:

The supervisor sets the objectives /targets and work is assigned verbally. Supervisor is available for guidance, to answer questions and clarify doubts. The work is reviewed upon completion.

6.2 Guidelines:

Generally, written guidelines comprises the national legislation and policy guidelines in particular the following sector specific documents. Rules and regulations for establishment and operation of industrial and commercial ventures

in Bhutan, Companies Act 2000, FDI policies, Land acquisition Act, Five Year Plan documents, Environment Assessment Act 2000 and other sectoral policies and rules governing industrial activities.

7. **WORK RELATIONSHIPS:**

The work involves contacts both within and outside division. The nature and purpose of contacts are to discuss and exchange information and to co-ordinate work and resolve problems. Contacts are also made to make inquiries and follow up on activities.

8. **SUPERVISION OVER OTHERS:**

Works is performed under the direct supervision of Chief Industries officer.

9. **JOB ENVIRONMENT:**

The work is generally performed in an office setting but involves lots of traveling to industries, industrial sites for study of resources, to conduct trainings and workshops. As such the incumbent could be exposed to hostile weather conditions and harmful chemicals.