

**ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION**

POSITION DESCRIPTION FORM

1. JOB IDENTIFICATION:

1.1 Position Title: Chief Industries Officer
1.2 Position Level: P1
1.3 Major Group: Trade, Industry & Tourism Services Group
1.4 Sub-Group: Industry Services
1.5 Job Code No.: 18.780.01
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 : Director/Director General, Department of Industry

2. PURPOSE, DUTIES AND RESPONSIBILITIES:

Purpose: Administer the functions of the division, formulate industrial policy guidelines, plans, programs and strategies to promote industrial growth and development. Execute plans and programmes approved by the RGOB and ensure responsible industrial development.

Duties and Responsibilities	% of Time
<ul style="list-style-type: none">• Manage divisional activities including supervision of subordinates, financial planning, work planning, securing budget for implementation of activities, information management and provide	

<p>technical and advisory support to the Head of the Department on industrial related matters.</p> <ul style="list-style-type: none"> • Appraise, correspond and process all new industrial project proposals including FDI for approval. Initiate and coordinate resources and feasibility studies of industrial projects. Review and formulate plans, programs, strategies, regulations and procedures for industrial policies and FDI and recommend changes where necessary. • Promote cottage, small and medium scale industries through activities such as entrepreneurship development program, preparation of feasibility studies, and provision of consultancy and advisory services. • Undertake feasibility studies of potential industrial sites and recommend to government for development of industrial estates. Plan, implement and manage industrial infrastructure development activities in the approved sites. • Develop, negotiate and implement RGOB initiated and donor-funded projects. Review and evaluate project impacts. • Undertake Industrial licensing, monitoring, inspection and maintenance of industrial statistics/information. • Integrate and implement environmental legislation in industrial sector. • Coordinate, consult and represent department/division in various fora at sectoral, national, bilateral, regional and multilateral levels. • Serve as focal point for intra-sectoral agencies namely WTO, BIMSTEC, SAARC and Standards. 	
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3 KNOWLEDGE AND SKILLS REQUIREMENTS:

3.1 Education

Bachelors

3.2 Training

Training in relevant fields such as:

Advanced training in Industrial Planning and Appraisal, Administration and Management, Environmental Management, Industrial Monitoring & Inspection, Foreign Investment Promotion, Business management/administration and other relevant management trainings.

3.3 Length and type of practical experience required:

Minimum of 4 years experience as a Deputy Chief Industries officer or equivalent experience.

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

Should have good command over written and spoken Dzongkha and English. Knowledge of other languages would be an additional advantage. Should possess sound analytical ability and have good coordination and organizing skills.

4. COMPLEXITY OF WORK.

The work consists of broad functions and processes of both administrative and professional nature. The work involves substantial amount of research, study, creativity, originality and attitude for detailed analysis of issues. The job also involves dealing with complex issues sometimes falling outside guidelines where one has to use one's judgment in the assessment of the need, implications and execution. Task involving national concerns are assigned with verbal instructions from the Ministry and Department. Routine and duties with lesser degree of significance is carried out independently.

5. SCOPE AND EFFECT OF WORK:

The work involves preparation of development plans, formulation, coordination and implementation of policies and programs related to the industrial sector. As

such the quality and accuracy of work will have significant impact on the sector as well as related organizations. The task well performed or well-formulated policies could benefit all the concerned agencies and translate into sound decision-making and vice-versa.

6. INSTRUCTIONS AND GUIDELINES AVAILABLE:

6.1 Instructions:

The head of the department assigns the work in terms of broadly defined objectives. The incumbent plans and carries out the work independently in accordance with instructions, policies, rules regulations and accepted principles or practices. Guidance / advice is available for consultation on other than routine duties.

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 polices and rules governing industrial activities.

7. WORK RELATIONSHIPS:

The works involves lots of interaction both within and outside organizations. Most of the interactions are with the various Divisions within the Ministry, government agencies, financial Institutions, donor agencies, and private sector promoters to discuss, plan, negotiate, facilitate, mobilize resources and implement activities. Likewise, co-ordination with external agencies, consulting firms and visiting consultants are also required.

8. SUPERVISION OVER OTHERS:

Plan, assign, direct, supervise and coordinate the functioning of the whole Division.

9. JOB ENVIRONMENT:

The work assignments are generally performed in an office setting but require frequent travel to industrial areas, proposed industrial sites and new industries. As such the incumbent could be exposed to chemicals and extreme weather conditions.