

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

POSITION DESCRIPTION

1. JOB IDENTIFICATION:

- 1.1 Position Title: Industries Assistant
1.2 Position Level: S3
1.3 Major Group: Trade, Industry & Tourism Services Group
1.4 Sub-Group: Industry Services
1.5 Job Code No.: 18.780.06
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

2. PURPOSE, DUTIES AND RESPONSIBILITIES:

Purpose: To assist his superior (Assistant and Industries officer) to perform the following duties:

Duties and responsibilities	% of Time
<ul style="list-style-type: none">• Assist in screening of industrial proposals • Assist in conducting entrepreneurship courses, preparing preliminary	

<p>business plan and in providing consultancy services to small businesses.</p> <ul style="list-style-type: none"> • Update database of new industrial projects including FDI. • Undertake assigned jobs in the execution / implementation of donor funded projects and programs. • Assist in undertaking survey of resources / facilities, and accompany visiting team to sites. • Collect information / reports for appraisal of proposals. • Arrange visit / meeting of Foreign Investors with concerned sectors. • Disseminate information on licensing procedures. • Maintain office records and information. 	
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3. KNOWLEDGE AND SKILLS REQUIREMENTS:

3.1 Education

Class XII with Certificate

3.2 Training

Training in Project appraisal and basic management training.

3.3 Length and type of practical experience required:

Minimum of 4 year's experience in relevant field in S4 level or equivalent experience..

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

Should have a fairly good command over English and Dzongkha. Ability to converse in other languages would be an additional advantage.

4. COMPLEXITY OF WORK.

The work is fairly simple. Most of the work is assigned to the incumbent by the supervisor. For more difficult and more complex work, the incumbent has access to the supervisors for advice and guidance. Simpler day-to-day work is carried out independently.

5. SCOPE AND EFFECT OF WORK

The duties and responsibilities of the incumbent are fairly simple and clear cut. The work output will facilitate the department's service to the public.

6. INSTRUCTIONS AND GUIDELINES AVAILABLE:

6.1 Instructions:

The supervisor sets the objectives /targets and work is assigned with clear, detailed instructions. Supervisor is available to answer questions and clarify doubts. The work is closely supervised and 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 polices and rules governing industrial activities.

7. WORK RELATIONSHIPS:

The work involves contacts both within and outside organisations, mostly to co-ordinate meetings, make inquiries and follow up on activities.

8. SUPERVISION OVER OTHERS:

The incumbent works under the direct supervision of Industries officer. Supervises support staff.

9. JOB ENVIRONMENT:

The work is generally performed in an office setting but involves travelling to industrial sites for surprise checks, study of resources, facilities and site conditions.