

ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION

**POSITION DESCRIPTION**

**1. JOB IDENTIFICATION:**

- 1.1 Position Title:** Industries Officer  
**1.2 Position Level:** P4  
**1.3 Major Group:** Trade, Industry & Tourism Services Group  
**1.4 Sub-Group:** Industries Services  
**1.5 Job Code No.:** 18.780.04  
**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.

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**2. PURPOSE, DUTIES AND RESPONSIBILITIES:**

Purpose: Identification of new project ideas, study of resources and market, preparation of small business plans, processing for license approval, implementation of industrial policies, rules and regulations. It also involves provision of trainings and advisory services to the cottage, small and medium scale industries in co-ordination with other relevant agencies.

| <b>Duties and responsibilities</b>   | <b>% of Time</b> |
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| <ul style="list-style-type: none"><li>• Study and identify new projects ideas and draft proposal for the development of industrial sector.</li></ul> |                  |

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| <ul style="list-style-type: none"> <li>• Appraise industrial licence applications/proposals and put up for approval/directives.</li> <li>• Prepare and provide information on investment opportunities to all interested parties</li> <li>• Suggest review of industrial policy in consultation with related agencies.</li> <li>• Update and maintain records of industrial licences, information/database on industrial activities, performances, resources etc for reference and planning purposes.</li> <li>• Assist in the development of programmes for the promotion and development of cottage, small and medium scale industries. Develop, revise, and update training materials as and when necessary. Conduct trainings and extend support services like preparation of small business plans, consultancy and advisory services.</li> <li>• Undertake visits to industries to inspect compliance of industrial rules and regulations, environmental terms and conditions and to assess their problems and requirement of any assistance.</li> <li>• Assist in preparing short term and five year plans for the division.</li> <li>• Assist in organizing and conducting meetings on industrial matters</li> </ul> |  |
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**3. KNOWLEDGE AND SKILLS REQUIREMENTS:**

**3.1 Education**

Bachelors

**3.2 Training**

Should have undergone / undergo training in some of the fields mentioned below:

Training in Industrial Project Management, Industrial Development, Project Management and Appraisal, Environment Management systems and business management/administration.

**3.3 Length and type of practical experience required:**

Minimum of 4 years experience as Assistant Industries officer or equivalent experience.

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

Fluency in both written and spoken English and Dzongkha and ability to converse in other languages would be a huge asset to the incumbent.

**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.

**5. SCOPE AND EFFECT OF WORK**

The work will involve appraisal, selection and processing of new Industrial proposals with full understanding of other related sectors.

**6. INSTRUCTIONS AND GUIDELINES AVAILABLE:**

**6.1 Instructions:**

The supervisor sets the objectives/targets and instructions are mostly verbal and general, except for rules, regulation, notice and circulars issued from time to time. The incumbent performs routine work independently keeping supervisor informed of the progress. Guidance / advice is available for consultation. The work is reviewed upon completion for accuracy and effectiveness in fulfilling set objectives / targets.

## **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 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:**

The incumbent would have two to four people working under his direct supervision. Supervision is mostly for advice and guidance.

## **9. JOB ENVIRONMENT:**

The work is generally performed in an office setting but involves frequent travels to industries through out the country to inspect and monitor various industrial activities, to conduct trainings and workshops. The official could be exposed to hostile weather conditions and harmful chemicals while performing his or her duty.