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RURAL ENTERPRISE DEVELOPMENT CORPORATION LTD.  
THIMPHU: BHUTAN



## Vacancy Announcement

The Rural Enterprise Development Corporation Limited, a State Owned Enterprise under the Ministry of Finance is pleased to announce the following vacancies for immediate recruitment:

| Sl # | Position                            | No. of Positions | Minimum Qualification                     | Skills/Work experiences   | Remuneration   |
|------|-------------------------------------|------------------|---|---|--|
| 1    | Head, Public Relation & Media       | 1                | Bachelors Degree in Arts with Journalism  | Minimum of 10 years experience in media and PR-related work. Fair knowledge on Fund/Project Management will have added advantage. | Nu. 28,660-715-42,960.<br>Other benefits as per REDCL Service Rule Book. |
| 2    | Senior Fund Manager                 | 2                | Bachelors in Commerce (Hons.)/BBA/B. Com. | Minimum of 8 years experience in Fund/ Project Management   |  |
| 3    | Administration and Finance Division | 1                | Bachelors in Commerce (Hons.)/BBA/B. Com. | Minimum of 8 years or more with experience in Administration and finance  |  |

Interested Bhutanese candidates with relevant qualification should submit their application along with the following documents to the office of REDCL by 20<sup>th</sup> of January 2017.

1. Resume
2. Copies of Academic Transcripts
3. Copy of Citizenship Identity Card
4. Valid Security Clearance
5. Audit clearance
6. No objection certificate from the parent organization, if employed.

Only shortlisted candidates will be contacted for the interview during which original documents should be produced. Short listing shall be based on experience and qualification relevance.

For detailed ToR, please contact HRAP, the Rural Enterprise Development Corporation Limited at 339240/41 during office hours or visit [www.redcl.gov.bt](http://www.redcl.gov.bt)



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## Terms of Reference

Head, PR & Media  
Functions;

- a. Responsible for providing timely compliance and reports to the ESP Task Force and PMO and other statutory bodies;
- b. Take lead on sensitization and awareness on access to Revolving Fund;
- c. Drawing up business information plans and all related activities for the REDCL;
- d. Conceptualizing and formulating business ideas and creating a resource inventory and inventory of funds;
- e. Providing advisory services and information on business laws, rules and regulation and other formalities required in setting up the businesses;
- f. Sourcing, budgeting and coordinating with government and other donor agencies for all fund related activities;
- g. Assist in the monitoring and supervision of lending Dzongkhag and Gewog wise and by gender and age;
- h. Assist in the Evaluation and Approval of funds and projects;
- i. Facilitate and coordinate the smooth flow of services;
- j. Managing and creating partnership, synergies and cooperation with other agencies within and outside the Royal Government on entrepreneurship development, trainings, business opportunities and providing business support to the entrepreneurs;
- k. Extending support and help in preparing business plans and project reports;
- l. Compile success stories on ground with issues for publication in collaboration with bureau offices;
- m. Design & develop various brochures and literature including annual reports;
- n. Design, update and maintain corporate website in coordination with IT Division;
- o. Post information on the website (NIQs, job opportunities, newsletters, notices and publications);
- p. Update on the latest government policies, regulation and circulars relevant to REDCL functions;
- q. Responsible for event management and officials function;
- r. Take lead in advertisement-related tasks including design banners, streamers, felicitations, calendars, diaries, and gift items;
- s. Arranging for press conference;
- t. Developing content for press releases;
- u. Maintain cordial relationship with media community;



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- v. Promote strong Internal & External Branding of REDCL;
- w. Act as a conduit between REDCL and external stakeholders and facilitate meetings;
- x. Develop in-house manuals and others; and
- y. Be the focal person on any matter relating to PR and Media.

## 2. Others

- a. To undertake any other tasks as per the instructions of the CEO/ Board; and
- b. The Work assignments are generally performed in an office setting and require travel to sites, agents and Government offices within and outside Bhutan.

### Senior Fund Manager (RFD)

#### Function;

- a. Overall charge of the division;
- b. Manage day-to-day activities of the division including overall supervision of employees, financial planning, work planning, budgeting for the implementation of activities, proper information management system;
- c. Provide technical and advisory support to the CEO;
- d. Review and implement guidelines, checklist and other internal rules and regulations of REDCL to facilitate smooth flow of work.
- e. Review of monthly, quarterly and yearly reconciliation of Revolving Fund accounts;
- f. Ensure compliance of all acts and government regulations and integrate and implement all statutory compliance;
- g. Undertake and direct monitoring and inspection as required;
- h. Implement new or existing projects;
- i. Coordinate, consult and represent REDCL as focal point at all level of dealings and communications with clients/customers, stakeholder agencies and government agencies within and outside Bhutan;
- j. Ensure efficiency and achievements of targets set by REDCL;
- k. Assist in developing fund policies and fund manual;
- l. Assist in preparing yearly budgets on funds;
- m. Implement the guidelines in fund appraisal and evaluations; project financing norms, fund disbursement and sanctions;
- n. Implement the delegation of powers on- fund and advances;
- o. Implement (i) Standard fund agreement, (ii) Legal resources on fund in consultation with legal counsel and (iii) Fund application forms;
- p. Implement guidelines on fund repayment and recoveries;
- q. Ensure proper calculation and applications of interest on fund;
- r. Develop & Implement guidelines on NPA;
- s. Carry out project appraisal, evaluation and credit ratings guidelines;
- t. Ensure efficient delivery of fund;



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- u. Coordination, counterpart and facilitation with FIs and other agencies in relating to management of fund;
- v. Monitor and supervise lending- Dzongkhag and Gewog wise and by gender and age;
- w. Carryout monthly review of funds and submit reports on progress of projects, NPA, and Aging analyst of funds;
- x. Implementing and monitoring implementation of programs and projects;
- y. Evaluation and Approval of funds and projects;
- z. Promoting and facilitating investments; and
- aa. Other function as per the decisions of the Board and the CEO.

## Others

- a. Revolving fund management divisions;
- b. Planning and budget for Revolving funds; and
- c. To undertake any other tasks as per the instruction of the CEO.

## AFD

### Functions:

1. Responsible for the proper financial management of the organization ensuring that all financial controls are in place and adhered to;
2. Responsible for ensuring the accounts are prepared and report submitted periodically and as required by the Board;
3. Responsible for providing timely compliance and reports to the ESP Task Force and PMO and other statutory bodies;
4. Plan and manage budgets and cash flow forecasts in accordance with applicable financial laws, procedures, and practices;
5. Submit proposal on budgets and cash flow forecasts to and liaise with the Ministry of Finance and the Board within applicable deadlines;
6. Make regular reports to management on income, expenditure and variances from the approved budget, and the reasons for those variances;
7. Assist management in the formulation of its overall strategic direction;
8. Plan, quantify and project budget requirement for the supply of materials;
9. Ensure that appropriate financial regulations and controls are in place and in use at all times;
10. Maintain records to meet legal and tax requirement and to measure both the inputs and the outcomes of the Board's operations;
11. Prepare financial statements, carry out financial analysis and generate other statistical and financial reports;
12. Prepare the Annual Accounts and Annual Reports;
13. Must take charge of the overall responsibilities of the Administration and Finance Division;
14. Evaluate staff member's performance: and
15. Any other responsibilities as assigned by the CEO.



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### Nature of Duties

- a) The position is based at Thimphu and requires the incumbent to be stationed at Thimphu at the REDCL Office. However, substantial amount of travel within the country may be required;
- b) The responsibilities will require the incumbent to work beyond office hours and weekends to meet the deadlines and targets;
- c) The work involves substantial amount of planning, study, creativity, originality and detailed analysis of issues and situations;
- d) A task involving other concerns as assigned with verbal instructions from the CEO. Routine duties with lesser degree of significance are carried out independently;
- e) The work involves preparation of Work plans formulations, coordination and implementations of policies and projects of REDCL;
- f) The work involves lots of interactions both within and outside REDCL; and
- g) Most interaction are with;  
All ministries  
All Dzongkhag and Gewogs  
CSOs, Co-operative & individual clients  
BCCI and other stakeholders  
International and national agencies

### Authority

- a) Administrative Authority: As per the service rule and as delegated by the CEO from time to time.