

VACANCY ANNOUNCEMENT

The Board of Bhutan Postal Corporation Ltd. is pleased to announce the vacancy for the post of Chief Executive Officer as below:

Job Position	Chief Executive Officer
Education Qualification	Minimum of Bachelor's Degree obtained from a recognized University through regular (full time) program. Candidates with higher degrees but without a Bachelor's degree shall be disqualified. Experience in business management, marketing and finance would be preferred.
Basic pay	Nu.70, 000.00 per month.
Contract and other Allowance	1. Contract Allowance: 40% of Basic pay. 2. Other allowances as per Bhutan Post Service Rules.
Nature of appointment and Tenure	On contract for an initial period of three (3) years with possibility of one term extension, provided the candidate is less than 60 years old on the date of extension.
Work Experience	Minimum of 15 years of active service with a minimum of three years of active service in P1A and above in Civil Service or GM level/Equivalent and above in Corporate/Private sector. Only 1.5 years of study period shall be considered as active service.
Age	Less than 57 years as on Jan 1, 2020

For detailed Terms of Reference of the position, please use the link given below:
www.bhutanpost.bt/vacancy/CEOToR.pdf

Interested candidates fulfilling above criteria may apply to the Chairman, C/O Head, AHRD, Bhutan Post on or before November 29, 2019 along with the following documents:

1. Duly filled Job Application Form,
2. Curriculum vitae (CV) indicating clearly the details of the applicant and with names and details of two referees,

3. A copy of Bachelor's Degree Certificate and Academic Transcripts, and others if relevant,
4. A copy of valid Citizenship ID card,
5. Work Experience Certificate/Letter with valid documentary proof/evidence to show 15 years of work experience,
6. A copy of office order of appointment/promotion to P1 A/GM or equivalent position level,
7. Valid Security Clearance Certificate (approved online),
8. A valid Audit Clearance Certificate (for interview) if applicable, and
9. If selected, the candidate will have to produce No Objection Certificate from the current employer, if employed, and Medical Fitness Certificate.

Applications without any of the documents specified above whether in part or whole shall be rejected without citing any reasons.

For any queries, Contact, Head, AHRD @ 322281(Extn. 2021)

Management

Terms of Reference of Chief Executive Officer Bhutan Postal Corporation Limited

Position: Chief Executive Officer

- 1. Nature of Employment and Tenure:** On contract for initial period of 3 years which is extendable based on performance of the incumbent by another term.

Salary: 1. Nu.70, 000.00 per month.
2. Contract Allowance: 40% of Basic pay.
3. Other allowances as per Bhutan Post Service Rules.

Location: Bhutan Post, HQ, Thimphu Bhutan

Bhutan Postal Corporation Limited with the trading name Bhutan Post is the designated postal operator of Bhutan. It is 100% owned by the RGOB, which is represented by the Ministry of Finance.

Bhutan Postal Corporation Limited was established under the authority of the Bhutan Postal Corporation Act 1999, and is incorporated under the Companies Act of Bhutan 2016.

2. General responsibilities

The Chief Executive Officer (CEO) is the senior most executive of the company. Reporting to the Board of Directors, the Chief Executive Officer shall provide the leadership and manage the day to day affairs of the corporation.

The primary responsibilities of the CEO are to:

- a) To lead the Corporation in the desired direction and aim at achieving its vision, mission, aims and objectives through establishing and expanding all possible networks with other global postal organizations;
- b) Formulate and execute strategic plans to realize and fulfill the mandates of the company;
- c) Lead and manage the company within the parameters established by the Board and relevant Board committees;
- d) Plan, monitor and evaluate the performance of the company and executive teams in realizing mandates of the company; and
- e) Create sustainable long term shareholder value.

- f) To strengthen the mail delivery system of the Corporation at all locations with major focus on the Gewogs;
- g) To build an effective management team, develop their professional knowledge and skills and hold them accountable for key areas of delivery;
- h) To ensure that functional / divisional activities are carried out effectively;
- i) To ensure good governance of the Corporation through introduction of appropriate mechanisms of reporting, audit, monitoring and control. Be able to account for exceptions, deviations or shortfalls and that timely remedial actions are taken for enhancement of operational effectiveness of the Corporation;
- j) To promote performance driven work culture in which targets are set, performance evaluated and rewards awarded or other-wise;
- k) To develop and implement a corporate strategy which will ensure improved efficiency of on-going plans and programs;
- l) To ensure financial sustainability of the Corporation through enhanced financial, commercial and planning management;
- m) To develop and maintain the annual operating and capital budgets with well developed plans and established financial guidelines;
- n) To develop and maintain corporate policies and standards aimed at minimizing costs of operations and maximizing returns to scale;
- o) To ensure compliance of all applicable laws, rules and regulations;
- p) To recruit, develop, motivate and retain high calibre people aimed at maximizing the potential of staff in line with personnel policies and budgetary objectives;
- q) To foster a corporate culture that promotes ethical practice, integrity and probity;
- r) To provide the required leadership through establishment of effective working relationships with RGoB, Board, Executive Management Team and others in the Corporation;
- s) To keep the Board fully informed on all matters of significant relevance to the Corporation;
- t) To liaise with RGoB, Ministries and relevant agencies in ways that would promote and enhance the interests of the Corporation, etc.

3. Experience and Qualification

- a) Minimum of Bachelor's Degree obtained from a recognized university through regular (full time) program.
- b) Minimum Fifteen (15) years work experience, which should include at least 3 years at P1A level in civil service or General Manager in a public Corporation or equivalent post in the private sector. Experience in business management, marketing and financial experience would be preferred.

4. Skills, knowledge and Attributes Required.

The candidates must possess the following knowledge, skills and abilities:

- a) Good knowledge of business principles and techniques of administration, organization, management and in depth understanding of the key business issues that exist in the industry. The candidates must have knowledge on strategy, operations, planning, economics, marketing, finance and the industry.
- b) Excellent Management and leadership skills
- c) Excellent planning and programming skills.
- d) Interpersonal relationship building skills.
- e) Good written and verbal communication skills both in Dzongkha and English.
- f) Good negotiating skills.
- g) Be a team player that motivates and educates other members.
- h) Able to comprehend complex and technical subjects.
- i) Create and motivate behavioral change in the organization.
- j) Computer and IT literate.

Job Application Form

Affix
Passport
size
photograph

1. Full Name:

Sex: M

F

2. Village/Municipality:

Gewog:

Dzongkhag:

3. Date of Birth:

Day

Month

Year

Nationality:

Citizenship ID No:

4. Post Applied For:

5. Mailing Address:

6. Contact Tel. No:

7. I have:

- a) Not been convicted of a criminal offence;
- b) Not been terminated or compulsorily retired from the any agency except in case of insolvency;
- c) Voluntarily resigned from any agency;
- d) Not been adjudged medically unfit for employment by a registered medical practitioner;
- e) Not intentionally provided false information in the application for employment or used fraudulent practices in the recruitment examination;
- f) Not furnished false/forged testimonials/documents;
- g) Not failed to furnish testimonials as required;
- h) Not been otherwise disqualified for appointment; and

RECRUITMENT AND SELECTION REGULATION

11. Extra Curricular Activities: (please tick appropriate ones and attach attested copies of relevant certificates)

(a) Literary ()

(b) Sports ()

(c) Leadership ()

(d) Membership in Community/Association ()

(e) Awards received ()

(f) Others ()

12. Declaration: I hereby declare that the information given herein is true and complete to the best of my knowledge. In the event of detection of false or misleading information, I understand that the employer shall withdraw/terminate my service or take any legal action. I also undertake to abide by all Rules and Regulation of the agency.

Date:.....

Signature of Applicant

(Affix Legal Stamp)