TERMS OF REFERENCE

FOR

THE CHIEF EXECUTIVE OFFICER (CEO)

FOOD CORPORATION OF BHUTAN LIMITED (FCBL)

Overview

Employer:	Food Corporation of Bhutan Limited.
Industry:	Food & Essentials Items.
Location:	Phuentsholing, Chhukha.
Position title:	Chief Executive Officer.
Employment Type:	Contract for (3) three years

A. Introduction:

Food Corporation of Bhutan Limited (FCBL) was established under the Royal Charter issued in 1974 to maintain the National/SAARC Strategic Food Reserve. Subsequently, FCBL is mandated to procure & distribute essential food commodities and make it affordable, available and accessible across the country at all times. In addition to above, FCBL is required to facilitate export of agricultural produce to support Bhutanese farming communities.

With the huge social mandates to serve the *Tsawa Sum*, FCBL operates with its Corporate Headquarters based in Phuentsholing with three Regional Offices, 22 District Warehouses, three Wholesales, four retail shops and four Auction Yards spread across the country.

B. Summary:

The Chief Executive Officer reports to the Board and will be responsible for the overall management of the company. The CEO shall manage the business affairs in the best interest of the company with the guidance and support from the Board and in compliance with the laws of the country. In addition to the responsibilities assigned by the FCBL Board from time to time, s/he shall carry out those responsibilities stated in The Companies Act of Bhutan 2016 and any amendments/new law(s) thereof, along with the following specific roles and responsibilities;

C. General Responsibilities:

The Chief Executive Officer is accountable for all affairs related to the business and financial management of ***Food Corporation of Bhutan Limited (FCBL)*** and shall report to the Board of Directors. He/she shall provide strategic leadership and manage the Corporation within its vision, mission, values and strategic objectives.

D. Specific Duties:

The Chief Executive Officer shall:

1. Manage the day-to-day affairs of the Company to best achieve the targets and goals set by the board.
2. Lead and manage the Company in a manner to sustain the company and increase return on investment and capital employed.
3. Assist the Board in its decision-making process in respect of the corporation's strategy, policies, code of conduct and performance targets by providing necessary inputs.
4. Ensure that adequate food stock is maintained under the National Strategic Food Reserve (NSFR) and the SAARC Strategic Food Reserve (SSFR).
5. Ensure that adequate food items are made available in case of natural calamities in any part of the country.
6. Expand agriculture marketing activities to ensure the sale of agricultural commodities produced in the country.
7. Implement and comply with the Code of Ethics as laid down by the FCBL SRR-2021.
8. Ensure timely conduct of audit and settlement of audit observations; and submit the audited accounts and report to the Board, with recommendations on remedial measures, if any, such as administrative, disciplinary or other actions.
9. Ensure compliance with all regulations and laws related to FCBL business and service.
10. Render timely and efficient service to the government and the general public.
11. Implement effective internal control systems commensurate with the business requirements.
12. Ensure timely payments of taxes, dividends and other statutory dues.
13. Liaise between the Board, employees and other stakeholders.
14. Motivate and develop the human resources of the Company.
15. Maintain a positive work climate that is conducive to attracting, retaining and motivating top quality employees at all levels.
16. Ensure Board Meetings are held timely and the Board has sufficient and up-to-date information.
17. Analyze future challenges and opportunities and take proactive actions.
18. Formulate policies & plans and recommend to the Board for approval.
19. Ensure timely implementation of plans and policies approved by the Board.
20. Manage financial and physical resources judiciously.
21. Put in place appropriate management control systems.
22. Ensure timely submission of annual budget, financial statements and reports to the Board for endorsement.

23. Develop and implement innovative and robust business strategies to leverage on the market opportunities.
24. Remain aware of the company's exposure to risk and take appropriate actions to mitigate it.
25. Notify the Board on the expiry of the term of the Board of Directors.
26. Bring to the notice of the Board of the followings:
    a. Award of major contracts;
    b. Any case of misuse of funds or property of the Company;
    c. Any major case(s) or litigation, disputes etc.;
    d. Any potential case(s) of risks to the Company;
    e. Any other matters as stipulated in the Companies Act
27. Act as the ambassador and spokesperson for the Company.
28. Ensure timely implementation of Government directives approved and received from the Board.
29. Carry out any other works that may be assigned by the Board from time to time.

E. Strategic Management

a. Develop and recommend long term vision and strategy for the FCBL based on the evolving time; and

b. Successfully execute the corresponding business and operational plans. Review and report regularly to the Board on the overall progress and results against operating and financial objectives and initiate courses of action for improvement. This includes identification of future opportunities and threats.

F. Qualification and Experience:

a. Minimum of Bachelor's Degree (fulltime) from a recognized University. Candidates having a relevant Master's degree shall be given preference.
b. Minimum of 15 (fifteen) years of work experience in Government Agencies /Public or Private Companies.
c. Up to 18 months of study period shall be treated as active service for considering years of work experience required.
d. Candidates having relevant work experience will be given preference.
e. Minimum active service of 2 years at senior managerial level (P1 A and above in the Civil Service and General Manager (M2) and above or equivalent position in the Corporate/Private Sector); and
f. Should not have crossed 55 years of age at the time of the deadline of application submission.
g. Should have completed the minimum "cooling off period" of one year if they participated in politics in line with clause 119.6 of the CG guideline.

G. **Skills, knowledge and Attributes Required**

a. Excellent leadership and management skills;

b. Excellent analytical, problem-solving solving and decision-making skills;

c. Strong strategic orientation and competence in translating the board strategic decision into well-thought-out actions;

d. Strong negotiation and client management skills;

e. Strong oral and written communication skills in English and Dzongkha;

f. Impeccable integrity and business ethics; Stronginter

g. Personal skills and ability to develop and foster meaningful relationship with relevant stakeholders; and

h. Be a team player.

H. Employment Type and Tenure:

The selected candidate for the post of CEO shall be recruited for a contract term of three (3) years, which may be renewed based on performance, and up to a maximum of two terms in line with the Corporate Governance Rules and Regulations 2019.

I. Salary and Other benefits

Pay Scale	: Nu.75, 000 - 1875 - 103,125
Contact Allowance	: Maximum of 50% of the Basic Pay
Fixed Allowance	: Nu. 45,000 per month
LTC	: Nu. 1,250 per month
PBV	: Minimum of 15% of the annual basic pay subject to fulfillment of Performance Annual Compact signed between MoF and FCBL.
Other Benefits	: As per FCBL Service Rules and Regulations 2021

J. **Mandatory documents (required to submit along with application)**

a. Job Application;
b. Curriculum Vitae;
c. Copy of Degree/Master certificates and Academic transcripts;
d. Copy of valid Citizenship ID Card;
e. Valid Security Clearance Certificate (approved online);
f. Valid Audit Clearance, if applicable;

g. A valid document proof/evidence from the concerned agency to show 15 years of work experience;
h. Letter of appointment/promotion to P1 A/GM level or higher position held from the last employer; and
i. Names and contact details of two non-family related referees, including one from the current/latest employer.

Non-submission of any of the above documents or incomplete submission may lead to rejection of the application.