

TERMS OF REFERENCE

Quality Control Officer

1. Job Summary

The Quality Control Officer, Corporate Headquarters, Food Corporation of Bhutan Limited (FCBL), shall be responsible for leading the Quality Control Unit under the CEO's Secretariat, ensuring the quality and safety of food and essential commodities in regional distribution warehouses, district warehouses and sales outlets through effective coordination with the respective regional quality control officers. S/He shall be responsible for inspection, monitoring, verification, and compliance with applicable quality standards, food safety requirements, and regulatory provisions upon the receipt and dispatch of food consignments in accordance with quality control guideline.

The Officer shall also oversee quality control processes across the supply chain, maintain accurate records, identify quality-related issues, recommend corrective actions, and coordinate with relevant stakeholders to uphold product quality and enhance customer confidence.

2. Specific Responsibilities:

- i) Provide oversight, direction, and technical guidance to the Regional Quality Control Officers (RQCOs) stationed at FCBL Regional Offices and submit periodic reports to the Corporate Headquarters.
- ii) Plan, coordinate, manage, and implement quality control activities in close consultation with supervisors, and RQCOs across the regions.
- iii) Ensure proper storage, handling, and stacking of food items and other commodities in accordance with established guidelines and quality standards.
- iv) Conduct disposal committee meetings for damaged, expired, or non-conforming food grains, agency products, and RNR products based on submissions from RQCOs and Physical Verification Officers.
- v) Ensure that all food and essential commodities distributed by FCBL meet the minimum quality requirements and comply with applicable laws, regulations, and policies of the Kingdom of Bhutan.
- vi) Coordinate and liaise with relevant divisions and regional offices on matters related to quality control and assurance.
- vii) Establish and maintain coordination with external regulatory agencies, including the Bhutan Food and Drug Authority (BFDA), Bhutan Standards Bureau (BSB), and the Competition and Consumer Affairs Authority, to ensure product quality compliance.

- viii) Coordinate with international certification bodies for product testing, laboratory analysis, and quality certification, where required.
- ix) Ensure that quality-assured food products are handled, stored, and distributed by FCBL in accordance with approved standards and procedures.
- x) Formulate the Annual Performance Compact (APC) targets and prepare the annual budget for the Quality Control Unit in consultation with regional quality control officers.

3. Qualification and Experience

The candidate must possess a minimum of a Bachelor's Degree in Life Science/Food Science and Technology or a related field, along with a minimum of five (5) years of relevant work experience.

4. Core Competencies

- i) Critical thinking & problem solving.
- ii) Planning and organizing.
- iii) Managing change.
- iv) Teamwork.
- v) Leadership skills.
- vi) Conflict management.
- vii) Commercial orientation.

5. Document requirements

- i) Duly filled FCBL Job application form.
- ii) Curriculum Vitae/Resume.
- iii) Copies of Academic certificates and transcripts.
- iv) Copy of work experience certificate
- v) Copy of valid CID card.
- vi) Security Clearance.
- vii) No Objection letter if employed.
- viii) Original medical fitness certificate.

6. Pay and Allowances

- i) Grade/ Level: 6/M3
- ii) Basic Pay : Nu.26,850/- per month within the pay scale of Nu. 26,850-670-40,250
- iii) Fixed Allowance: Nu.13,600.00
- iv) LTC : Nu.1250
- v) Housing Allowance: 20% on basic pay
- vi) Other benefits: PBVA & other entitlements as per FCBL Service Rules