

ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION  
POSITION DESCRIPTION

1. **JOB IDENTIFICATION:**

- 1.1 **Position Title:** Chief Trade and Industry Officer (Regional)
- 1.2 **Position Level:** P1
- 1.3 **Major Group:** Trade, Tourism and Industry Services Group
- 1.4 **Sub-Group:** Trade Services
- 1.5 **Job Code No.:** 18-770-06
- 1.6 **Job Location:** Thimphu/P'ling/Gelephu/  
Samdrup Jongkhar/Trongsa/Mongar
- Ministry:**
- Department:**
- Division:** Regional Trade and Industry Office (RTIO)
- 1.7 **Title of First Level Supervisor:** Director/Director General/  
Secretary

2. **PURPOSE, DUTIES AND RESPONSIBILITIES:** *(Describe the main duties and responsibilities, indication what is done and how it is done. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance.)*

**Purpose:** Facilitation of trade and industrial activities through Business Promotion Service, management of industrial estates and services centers and implementation of trade and industry promotion activities.

<b>Duties and Responsibilities</b>	<b>% of Time</b>
<ul style="list-style-type: none"><li>• Approves and issues new licenses, environment clearance, activity conversions, etc. for trade and industries within the framework of the Ministry's guidelines issued from time to time.</li></ul>	15
<ul style="list-style-type: none"><li>• Formulates policy guidelines and strategies on issues</li></ul>	15

relating to promotion and regulation of trade and Industrial sector within the region.	
<ul style="list-style-type: none"> <li>Establishes close contacts and liaises with the Dzongkhag officials, officials within the Ministry and various other Ministries, Departments, Organizations and/or private sectors in order to facilitate development and promotion of trade and industrial ventures within the region.</li> </ul>	10
<ul style="list-style-type: none"> <li>Reviews and evaluates the progress of trade and industrial activities in the region. Verifies and coordinates the progress reports compiled by subordinates and submits the same to the Departments and the Ministry.</li> </ul>	10
<ul style="list-style-type: none"> <li>Liaises with various international firms and provide necessary information to private sector in developing trade and commercial contacts.</li> </ul>	5
<ul style="list-style-type: none"> <li>Formulates plans, programmes and budget for the Regional Office.</li> </ul>	5
<ul style="list-style-type: none"> <li>Coordinates the formulation of dzongkhag/region-wise project proposals to facilitate trade and industrial development.</li> </ul>	5
<ul style="list-style-type: none"> <li>Provides advisory services to the Ministry on matters pertaining to the development of trade and industrial activities within the region.</li> </ul>	5
<ul style="list-style-type: none"> <li>Manages industrial and service centers in the region.</li> </ul>	15
<ul style="list-style-type: none"> <li>Provides Business Development Advisory Services to the entrepreneurs.</li> </ul>	5
<ul style="list-style-type: none"> <li>Enforcement and Monitoring of environment standards in industries.</li> </ul>	5
<ul style="list-style-type: none"> <li>Contribute to the national economy through the timely collection and deposits of fees/royalties.</li> </ul>	

3. **QUALIFICATION REQUIREMENTS:** *Minimum requirement for performance of work described (Level of Knowledge, Skill and Ability).*

**3.1 Education/Knowledge/Skill/Ability:**

Bachelors

**3.2 Training:**

Advanced training in promotion and regulation of trade and industrial sector; certificate course in international trade policy/consumer protection/international relations/development/marketing.

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

Minimum of four years as Deputy Chief Trade Officer or equivalent experience.

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

Should not only have a good command over English and Dzongkha but should possess effective communication skills, as lot of interactions both within and outside the organization is required. Communication ability in foreign language would be an advantage.

He/she must possess thorough knowledge of trade and industrial rules and regulations, policies and procedures. Knowledge of computer software and programming would be an advantage. Moreover, he/she must have excellent professional or administrative ability to make decisions or recommendations that will have a significant impact on important policies or programmes of the Ministry.

4. **COMPLEXITY OF WORK:** *(Describe the intricacy of tasks, steps, processes or methods involved in work, difficulty and originality involved in work).*

The work involves formulation of trade and industrial plans and programmes for the region. This requires close interactions with various agencies, the private sector and the general public. In other words, work consists of broad functions and processes of both administrative and professional nature. Decisions on the course of works require extensive analysis to identify problems. Work requires analytical and supervisory capabilities and sound personal judgement to resolve any unyielding problems. Work consists of broad functions and processes requiring administrative and professional knowledge. This includes duties involving coordinating, planning and preparing

groundwork for bilateral and multilateral meetings. Decisions on work include undefined issues that require extensive understating to identify problems or to resolve unyielding problems. Good interpersonal relations and analytical skill is a must. Works involves lot of interactions with both in country and the outside world. Therefore he/she requires effective communication ability.

5. **SCOPE AND EFFECT OF WORK:** *Describe the purpose, breadth of work performance, and the effect the work has on the work of others or the functions of the organization.*

The work has a direct bearing on the growth of trade and industrial sector in the country. This means that the work processes or services involves planning, developing and carrying out vital administrative or professional programmes and therefore, are of greater importance in the design or operation of higher-level organizational activities. If posted as an attaché in a foreign country, work requires interactions with various national and international agencies. The work also involves planning, developing and carrying out important administrative or professional programmes. The work processes or services would have implications on the growth of the economy or affect the country's economy on a long-term or continuing basis.

6. **INSTRUCTIONS AND GUIDELINES AVAILABLE:**

- 6.1. **Instructions:** *Describe controls exercised over the work by the Supervisor, how work is assessed, reviewed and evaluated.*

The Head of the Department assigns the work in terms of broadly defined objectives and functions. The employee carries out the work in accordance with instructions, policies, rules and regulations and accepted principles or practices, generally with minimal supervision. The employee has works independently most of the time and seeks advice whenever necessary. The Head of the Department reviews the work upon completion. The completed work is generally accepted as authoritative.

- 6.2 **Guidelines:** *Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines.*

The guidelines are broadly stated and not specific. They are also available in written, verbal instructions and also through established norms and procedures. However, the employee may use his/her own initiative and judgement to interpret, adapt or establish new guidelines.

7. **WORK RELATIONSHIPS:** *Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors).*

The work requires extensive personal work relationships with other agencies, the private sector and consumers at large to facilitate preparation of proposals on trade and industrial activities. Personal contacts are also with high-ranking officials outside the Ministry or with representatives of other organizations or news media. The purpose is generally to explain, negotiate, defend, justify or settle matters involving significant or controversial issues. Personal contacts are also with business entities outside Bhutan. The purpose of contacts is basically to obtain, clarify or exchange information, besides negotiating transactions on certain specific issues of interest to Bhutan. Work also involves participating in conferences or presentations involving issues of importance to Bhutan.

8. **SUPERVISION OVER OTHERS:** *(Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and categories and number of subordinates.)*

Plans, assigns, directs and reviews the work of, on an average, two Assistant Trade Officers, four Trade Inspectors and five support staff.

9. **JOB ENVIRONMENT:** *Describe physical exertion required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts like exposure to hazards such as exposure to chemicals, infections, radiation, extreme weather and other hostile working conditions.*

The work involves some physical exertion such as walking or driving while visiting different Dzongkhags during license renewal, promotional/regulatory activities. The work involves moderate discomforts, which require special safety precautions such as driving on dangerous roads during monsoon weather condition and other

hostile working condition. There are certain degrees of exposure to hazards such as chemicals during the course of industrial environment monitoring.