

**ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION
JOB DESCRIPTION FORM**

1. JOB IDENTIFICATION:

- 1.1 **Position Title:** National Coach II
- 1.2 **Position level** S1
- 1.3 **Major Group:** Sports and Youth Services Group
- 1.4 **Sub-Group:** Sports Services
- 1.5 **Job Code No.:** 17.760.07
- 1.6 **Job Location: (Complete as appropriate):**
Ministry: Education; Department: Department of Youth, Culture & Sports; Division: Games & Sports; Section: _____; Unit: _____.
- 1.7 **Title of First Level Supervisor (Official title of the Supervisor):**
Joint Director & concerned General Secretary
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2. **PURPOSE, DUTIES AND RESPONSIBILITIES** (Describe the purpose, duties and responsibilities, indicating *what* is done and *how* it is done. Purpose should be a short statement linking the position to the mission and goals of the organization and specifying the outputs of the position. Duties should be presented in decreasing order of relative importance):

Purpose: To look into all the coaching programs of a National Sport Federation and even into Sport programs for schools.

DUTIES AND RESPONSIBILITIES	% of Time
<ul style="list-style-type: none"> ▪ Plan for daily and annual sport programs of the National Sport Federation ▪ Conduct theoretical and practical teaching/training for NIEs and other relevant personnel ▪ Identify potential talents through talent hunt programs and school sport 	

<p>programs</p> <ul style="list-style-type: none"> ▪ Train national athletes and teams for various regional and international competitions ▪ Improvise training methods for coaching/training youth and national athletes using locally available materials ▪ Analyze and evaluate training programs ▪ Coordinate meetings and discussions in the areas related to the discipline ▪ Conduct coaching camps for Schools and Dzongkhags as and when required ▪ Attend meetings, seminars, workshops and conferences both at National and International levels ▪ Preside as technical official during sports competitions at Dzongkhag and National levels ▪ Provide advice in construction of the sports facilities ▪ Provide basic first aid in case of minor injuries and accidents during trainings/competitions ▪ Maintain records of sport for the National Sport Federation ▪ Supervise and guide the national coach and asst. national coach 	
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3. **KNOWLEDGE AND SKILLS REQUIRMENTS** *(Minimum requirement for performance of work described (Level of Education, Knowledge, Skill and Ability):*

3.1 Education: Class XII with Diploma

3.2 Training:

Must have undergone coaching courses or sport clinics conducted by a National Sport Federation or the Bhutan Olympic Committee.

3.3 Length and type of practical experience required:

Must have experience in dealing with athletes and should have been an active and competitive athlete in school and/or college or equivalent experience./Minimum of 4 yrs experience as National Coach III or equivalent experience

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

Should have a good command over English and Dzongkha while knowing other dialects would be of advantage. Should be computer literate.

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

The nature of work would be complex in nature as the person would have to deal with athletes (who will be competing in regional and international competitions). Their work would involve selection of athletes at various stages and training them and then screening the group to a smaller group till a national team is formed. Thereafter, training, guiding and counselling them so that they can perform at their best is another difficult and complex task. Such work calls for fine skills and experience of working with elite athletes.

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

The quality and performance of the national athletes in his/her discipline will depend on him/her. Moreover, he/she will be fully responsible for promotion and development of the sport discipline in the country.

6. INSTRUCTIONS AND GUIDELINES AVAILABLE:

6.1 **Instructions** *(Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated):*

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

Instructions and guidelines will be available from the Secretary General, BOC; Joint Director, Games & Sports; the Sports coordinator and the Secretary General of the NS Federation. Instructions and guidelines will pertain to selection and training of national athletes and executing the annual programs. They will also abide by the constitution of the National Federations and the International Federation.

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 person would have to deal with a wide range of people including school youth, national athletes, and national and international sports bodies.

8. **SUPERVISION OVER OTHERS** (*Describe responsibility this position has for supervision of other employees, including the nature of supervisory responsibilities and categories and number of subordinates, both directly and indirectly supervised*):

None.

9. **JOB ENVIRONMENT** (*Describe physical demands 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 nature of work calls for one to be physically fit, strong and healthy and to be able work long hours physically regardless of the weather condition. He/she needs to be willing to move any time to any place of the country for imparting training and conducting sports and coaching clinics related to the discipline.