**Terms of Reference of the Chief Executive Officer**

**Of**

**Green Bhutan Corporation Limited**

**1. General Responsibilities:**

The Chief Executive Officer of the Green Bhutan Corporation Limited (GBCL) hereinafter referred as Company shall be accountable to the Board of Directors. He/she shall provide leadership and manage the Company as per its vision, mission, values and strategic objectives.

**2. Specific duties and Responsibilities:**

2.1 Provide overall leadership and develop enabling strategies, guidelines and plans to realize the objectives of the Company.

2.2 Provide periodic monitoring and performance evaluation of the Company and report to the Board of Directors.

2.3 Formulate progressive institutional and human resource development plan for effective delivery of services to the clients.

2.4 Administer and manage the Company in concurrence to the approved guidelines of the Board and Corporate Governance Guidelines for State Enterprises 2019 of MoF and Service Rules and Regulations of GBCL.

2.5 Implement and monitor annual business plans through the monitoring of annual income and expenditure of the company.

2.6 Identify the principal risks of the Company’s business and implement appropriate systems to manage these risks.

2.7 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.

 2.8 Institute and implement effective reporting, auditing and internal control measures for good governance.

2.9 Manage and oversee the required interfaces between the Company and Government and Stakeholders and act as the principal spokesperson for the Company.

 2.10 Operate and manage the Company in accordance with the laws, regulations of the Government and guidelines of the Company approved by the Board.

2.11 Foster a corporate culture that promotes ethical practices and encourages individual integrity and social responsibility.

2.12 Obtain Board’s approval prior to taking action on issues outside the powers delegated to him/her.

2.13 Inform the board on all significant operational, financial and other matters relevant to the Company.

2.14 Implement any other works or assignments as may be deemed and entrusted by the Board of Directors from time to time.

**3. Qualification:**

Minimum Bachelor Degree (full-time) from the recognized University. Candidates having a Master's Degree in a relevant field and/or with relevant experience shall be given preference.

**4. Experience:**

Minimum of 15 years of work experience with minimum of 3 years completed at General Manager Level (Corporate employee) or equivalent position of P1A and above (for Civil Service). Experience in forestry and environmental management, business management, marketing and finance would be preferred.

Interested Civil Servants as per RCSC’s announcement of “Secondment of Civil Servants to State Owned Enterprises (SoEs) under Ministry of Finance” vide letter no. RCSC/LD/63/2022/864 dated September 9, 2022 may also apply.

**5. Remuneration:**

The CEO shall be paid remuneration as follows:

5.1 Basic pay: Nu. 75,000/- per month

5.2 Pay Scale: Nu. 75,000 - 1875 - 86,250.

5.3 Contact Allowance: 30 - 40 % of Basic Pay.

5.4 Communication allowance: Nu. 3000 per month.

5.5 Other benefits as per GBCL Service Rules and Regulations 2017.

**6. Age Limit:**

The candidate applying for the post of CEO should not be more than 54 years at the time of submission of the application.

**7. Terms of Appointment:**

The appointment shall be on contract for an initial term of 3 (three) years and extendable/ renewable for one more term depending on his/her performance.

**8. Required Documents**

**Copies of documents to be submitted along with the application:**

8.1 Job Application (in GBCL job application form)

8.2 Curriculum Vitae

8.3 Copy of Bachelor/Masters Certificates and Academic transcripts

8.4 Valid Security Clearance Certificate (approved online)

8.5 Valid Audit clearance

8.6 Copy of valid citizenship card

8.7 No objection letter from the employer, if currently employed

8.8 A valid medical certificate

8.9 A valid document proof/ evidence from the concerned agency to show minimum 15 years of work experience.

8.10 Copy of last promotion order or letter from the employer certifying the fulfillment of minimum years of work experience at the General Manager or P1 A level.

8.11 Name and contact details of two non - family related professional referees (one of which should be current or the last employer).