



*Building for the Future*

**Terms of Reference for Business Analyst**

Job Title	Business Analyst, Corporate Strategy Office
Qualification	BBA/BCom/MBA
Skills	<ul style="list-style-type: none"> <li>● Excellent Interpersonal and team coordination skills</li> <li>● Decision making</li> <li>● Ability to direct and motivate</li> <li>● Excellent verbal/written communication</li> <li>● Well versed in Microsoft Office/ERP System</li> <li>● Presentation skills</li> <li>● Leadership qualities</li> <li>● High analytical and numerical ability (data analytics)</li> <li>● High integrity/ethics and strong ability to deliver targets on time</li> </ul>
Age	Below 40 years
Grade and Remunerations	<ul style="list-style-type: none"> <li>● Grade VIII</li> <li>● Basic Pay for Grade VIII – Nu. 27,300.00 per Month</li> <li>● Corporate Allowance - 20% on Basic pay</li> <li>● Fixed Allowance - 30% on minimum Basic Pay Scale</li> <li>● PVBA/Bonus as per PMS</li> <li>● Other perks and benefits will be as per the Service Rule of the Company</li> <li>● Preference shall be given to those with experience in the relevant field and remuneration shall be fixed accordingly.</li> </ul>
Type of employment	Regular
Report to	CEO
Work Station	PCAL Corporate Office, Gomtu
Role and Responsibilities	<ul style="list-style-type: none"> <li>● Compile, review, and release of business reports including annual reports.</li> <li>● Review and monitor corporate strategic plans.</li> <li>● Review of policies, guidelines and SOPs developed by departments.</li> <li>● Conduct business analytics and business development initiatives.</li> <li>● Provide technical and business assistance to the management.</li> <li>● Review of performance and declaration of performance achievement.</li> <li>● Implementation of enterprise risk management as per framework and policy manual</li> <li>● Implementation of performance management system.</li> <li>● Analyze process issues and bottlenecks to make improvements.</li> <li>● Identify automation opportunities</li> </ul>

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DZONGKHAG: SAMTSE, BHUTAN**

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|  | <ul style="list-style-type: none"><li>● Assist with project management for selected projects.</li><li>● Gather and analyze data for possible business expansion.</li><li>● Coordinate with different department teams to improve productivity.</li><li>● Test business processes and recommend improvements</li><li>● Perform any other responsibilities that may be assigned by the management.</li></ul> |
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Chief Executive Officer

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