



Building for the Future

Term of Reference for Director (BCSD)

1. Providing overall leadership and strategic direction in the Business and Corporate Services Department (BCSD) matters relating to the company.
2. Prepare and ensure the achievement of the Departmental TAS Targets by all the Divisions and Unit under BCSD.
3. Review, re-organize and integrate corporate functions to enhance efficiency and effectiveness of employees' performance.
4. Lead the development and maintenance of effective working relationships amongst the functions within the organization along with strategic relationships with key external stakeholders to optimize opportunities for collaboration with service providers and suppliers.
5. Take lead corporate responsibility for the development of HR master plan, implementation of Organizational Development Exercise and drive effective leadership of organizational change across the organization.
6. Prepare, review and deliver the Corporate Strategic Plans, Enterprise-wide Policies and Guidelines aligned with vision, mission and objectives of the company and ensure compliance.
7. Support and enhance the Management's engagement with employees, communities and representative groups through modern, efficient and effective consultation systems and techniques.
8. Ensure proper maintenance of infrastructure and facilities conducive for work environment and coordinate activities to enhance mental and physical well-being of employees.
9. Monitor and guide functions of HR/Administration, Information and Communications Technology (ICT), Procurement, Sales & Marketing and Accounts.
10. Ensure the compliance of ISO standard in Procurement, Sales & Marketing and HR and Admin.
11. Implement the performance management system as per DHI.
12. Designing/implementing a suitable internal control system and effectively monitoring the same.
13. Attending audit and coordinating with internal auditors of the company in resolving the related issues within stipulated timeframe.
14. Developing and overseeing the implementation of appropriate financial strategies to ensure the financial stability and growth of the company.
15. Developing and overseeing the implementation of appropriate marketing strategies to ensure that the Annual Compact and Departmental TAS targets are both achieved.

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DZONGKHAG: SAMTSE, BHUTAN**

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16. Managing financial risk and ensuring financial compliance with accounting standards and other financial laws and rules.
17. Review, re-organize and integrate corporate functions to enhance efficiency and effectiveness of employees' performance and delivery of services to both internal and external customers. Ensure the development of effective working relationships between departments, divisions, units and other allied corporate functions;
18. Liaise with the plant director for smooth functioning of the plant. Assist plant director on the financial aspects of the plant.
19. Monitor the results and periodically report to the Chief Executive Officer the targeted operational initiatives and measures;
20. Ensure that all material risks pertaining to the business operations of the Company are identified and communicated to the Chief Executive Officer early on along with the mitigation plan or procedures;
21. Enhance the reputation and image of PCAL by developing and implementing clear Codes of Conduct to help build an atmosphere of transparency, integrity and accountability across the Company,
22. Conduct any other executive or administrative duties as and when directed by the Chief Executive Officer or the Board.

Chief Executive Officer

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