

TERMS OF REFERENCE FOR THE CHIEF EXECUTIVE OFFICER DRUK HYDRO ENERGY LIMITED

The Druk Hydro Energy Limited (DHyE), a 100% subsidiary company of DGPC, was incorporated on December 16, 2021 as a Special Purpose Vehicle (SPV) for the construction and commissioning of small (≤ 150 MW) hydro projects in Bhutan.

Job Summary

The CEO is responsible for providing strategic, financial and operational leadership for the company and will closely coordinate and work with the Board of Directors and the management team. He/she shall drive the construction of small hydro projects with a conviction for a timely, cost-effective and quality assured commissioning. Decisiveness and prompt decision-making is the key to achieving construction progress and motivating employees and contractors to perform. The CEO will have to devise and recommend strategies to the Board to expedite the implementation of the projects. As developing the project involves working with numerous stakeholders, the CEO should have outstanding public relations and communication skills to effectively negotiate and pursue/resolve any/all impending/constraining matters/issues. While experience in the hydropower sector with emphasis on hydropower construction is mandatory, the CEO must also have adequate knowledge in corporate governance, corporate finance and operational aspects of companies in a Corporate structure.

Duties and Responsibilities

Strategic Management

He/she shall or must:

1. Provide overall business strategic leadership and execution to achieve the strategic objectives of DHyE.
2. Lead, in conjunction with the Board, the development of the Company's strategies and oversee the implementation of the Company's short and long-term plans in accordance with its strategies and drive the successful implementation of the Project.
3. Translate Company's policy and communicate organization values at all levels of management including the other Stakeholders.
4. Responsible for overseeing managerial, technical and contractual aspects of the Company. Responsible for executive leadership, strategic and operational management, and result- oriented performance.
5. Develop and monitor strategies and action plans for successful execution of the project.
6. Act as a liaison between the organization and the stakeholders and build relationships with other organizations wherever appropriate.
7. Oversee design, execution and ensure timely completion and commissioning of the Project.
8. Review and update the Project implementation and procurement plans, and prepare and implement annual plans.
9. Facilitate, support and coordinate for efficient and smooth execution of the Project.
10. Stay abreast of progress of the project and anticipate future trends that will likely have an impact on progress of the Project including contract price and project completion.
11. Prepare for O&M of the project and implementation of the sale of power through power purchase agreement.
12. Advise the Board on business plans and operational issues and lead implementation of the Board's decisions.
13. Direct and monitor performance of the Company's operational areas against agreed targets.
14. Promote organizational culture, values and reputation with staff, customers, suppliers, partners and regulatory bodies.
15. Ensure compliance to statutory compliances, adherence to laws and policies of the country, and implementation of directives of the Board and the Shareholder.
16. Implement effective risk management measures.

Projects and Operations Management

He/she shall or must:

1. Take the lead to deal appropriately with various levels of agencies in order to fast track the clearances for the hydropower projects since project phase takes considerable time and efforts to obtain mandatory clearances.
2. Drive the projects by providing adequate guidance and leadership in project planning and management.
3. Frame standard operating procedures for maintaining better health, ensuring safety and minimizing other occupational hazards in the construction and operation of the project.
4. Adopt appropriate methodologies for carrying out the operation of the project.

Human Resource Management and Development

He/she shall or must:

1. Build an effective management team, and develop their professional knowledge and skill while holding them accountable for key performance deliverables.
2. Ensure cost effective implementation of functional activities.
3. Develop and maintain an effective organizational structure, and put in place a management succession early on.
4. Implement progressive employee training, employee motivation and other development programs.
5. Maintain an optimal staffing strength.

Communication and Public Relations

He/she shall or must:

1. Consistently influence on what DHyE is mandated to do and ensure that the media relations and communication with relevant stakeholders is effectively attended to (including with its regulators/ government agencies, parliamentarians, communities, NGOs, channel partners, suppliers, contractors, financial institutions, etc.).
2. Build the company's reputation and create positive perception among all its stakeholders, effectively respond to adverse news, and constantly prepare for or look out for potential risks including its market position, organizational integrity and professionalism.
3. Oversee the required media and PR interfaces between the company and its external environment, and act as the principal spokesperson for the company.

Compliance, Risk Management and Corporate Governance

He/she shall or must:

1. Keep the Board fully informed on all aspects of the company's operation and financial affairs, and on all matters of significant relevance to the company including those that emanate from the government (both local and national) and the regulators on issues such as fiscal, monetary and environment policies, and legislations affecting its operations.
2. Delegate power to ensure that effective control and co-ordination mechanisms are in place including the establishment and development of effective internal controls over financial reporting.
3. Make well-informed and timely submissions to the Board so that appropriate decisions can be taken by the Board in line with the good corporate governance norms and for expediting the implementation of the projects.
4. Ensure that the company's assets are adequately safeguarded and optimized.
5. Maintain a high level of integrity, work ethics and corporate governance standards.
6. Be brave to be able to take necessary risks under challenging circumstances using best judgment.

Knowledge, Skills and Attributes (KSA)

The CEO should possess the following critical competencies:

Competent manager: Highly trained, experienced and certified project leader/manager in order to help drive the projects.

Fast decision maker: Need to make fast decisions, as slow decision affects not only the progress of the work but also demotivate employees.

PR and communication skills: Need outstanding PR and communication skills in both oral and written. High level of inter-personality skills to make formal persuasive presentation, negotiations and deal effectively with regulators, government agencies, and the general public.

Business savvy: Knowledge of and experience in corporate governance, strategic planning, and performance management system with demonstrated experience in integrating and coordinating diverse areas of management.

Leading change: Lead the change management, possess skills and implement the functions of a leader. Ability to share the company's values, mission and vision and consistently display integrity, exemplify behavior, develop people, and build effective teams. Deal effectively with demanding situations and design and implement sound and practical interventions.

Motivating: Manage continuity, change and transition. Ability to influence and enable others to perform and excel.

Industry Knowledge: A good understanding of Hydropower projects.

Specific Tasks and Targets

The CEO shall ensure the successful construction and commissioning of the three projects namely Burgangchhu 54 MW in Zhemgang, Yungichhu 32 MW in Lhuentse, Suchhu 18 MW in Haa identified under Phase I, as well as the four Small Hydropower Phase II projects namely, 26 MW Druk Bindu I & II, 25 MW Begana, 54 MW Gamri I and 90 MW Jomori hydropower project and any other projects as may be approved for taking the implementation by DHyE. To secure financing options to fund these projects in the most feasible and lucrative modality.

Eligibility Criteria

Education Qualification

Minimum of Bachelor's Degree from a recognized institute/university through regular (full time) program. Candidates without Bachelor's Degree but having Master's Degree from recognized university through regular (full time) program are also eligible.

Work Experience

Minimum experience of 15 years in one or combinations of the experiences as given below:

Minimum experience of at least one year in project/construction management as CEO and/or Project Manager/Engineer-in-Charge level in major infrastructure and/or small/medium/large hydropower projects (Preference shall be given to candidates with experience in planning, coordination, design and construction of small, medium, or large hydropower projects).

OR

Must have a minimum of 10 years of experience in hydropower sector and should have served a minimum active service of 3 years at senior managerial level (P1A and above in the civil service and General Manager level and above or equivalent position in corporate/private sector) equivalent to DGPC Grade E3.

Only 18 months of study leave/sabbatical shall be considered as active service.

Service Record

Should possess clean service record without any outstanding office memos and cautionary notices, and not have been convicted by any Court of Law on any criminal charges.

Performance Appraisal

Should have a minimum of “Very Good” [but with scores of 85% and above] in Employee Appraisal System or for civil service candidates, a minimum rating of "Exceeding Expectation" for the recent 3 consecutive years.

Age

Candidate should not be older than 57 years of age on the last date of receiving the application deadline.

Job Title

Chief Executive Officer

The person selected for the post is required to function under the oversight of the Board of Directors of DHyE.

Location

Jigmeling, Sarpang Dzongkhag

Employment Type and Tenure

The candidate should be a bona fide Bhutanese citizen meeting the minimum qualifications and work experience.

The selected candidate shall be appointed on contract to DHyE for an initial period of 3 (three) years with possibility of extension based on performance and need. Within the confirmed initial tenure, exit/termination with two months' notice subject to annual performance evaluation/assessment.

Documents Required

Documents required at the time application submission:

Job application form (Download from www.drukgreen.bt).

- Curriculum Vitae indicating clearly the details of applicant with names of at least three professional referees with email address, office address, and mobile number.
- Attested copy of Bachelor’s Degree Certificate and Mark Sheet and Master’s Degree Certificate and Mark Sheets (as applicable).
- Copy of valid Citizenship ID Card.
- Valid Security Clearance Certificate (approved online).
- Work Experience Certificate/Letter with valid documentary proof/evidence to show 15 years of work experience and minimum 1 year in project/construction management or 10 years in hydropower and 3 years at senior managerial/executive level.
- Should submit the valid BIT/CIT/PIT certificate issued by the relevant agencies, as applicable.
- A copy of office order of appointment/promotion to the P1 level equivalent to DGPC Grade E3.
- A copy of Performance Appraisal for recent three years, wherever applicable.
- A copy of Audit Clearance Certificate from Royal Audit Authority with purpose stated as interview.
- Referrals/recommendation letters from at least two referees (issued by superiors).

- Additionally, the selected candidate upon submission of Acceptance must submit a “**Valid Medical Certificate**” and a “**No Objection Certificate**” from the employer, if currently employed.

Partial or incomplete submission of required documents shall lead to disqualification.

Pay and Allowance

Basic Pay	Nu.1,02,000	
Contract/Other Allowances	100%	
Fixed Allowance (on Minimum Pay Scale)	75%	
Other Allowances and Benefits as per DHyE Service Rules	1. Performance Based Variable Pay (PBVP) as per PMS Guidelines	25% of Basic Pay
	2. Communication Allowance	Nu.2,500
	3. Annual Increments	Nu.3,060
	4. DHyE shall provide an office duty car with driver	