

TERMS OF REFERENCE FOR THE CHIEF EXECUTIVE OFFICER DAGACHHU HYDRO POWER CORPORATION LIMITED

Dagachhu Hydro Power Corporation Limited (DHPC), the first hydropower project in the Kingdom to be financed through Public-Private partnership [DGPC (59%), Tata Power (26%) and NPPF (15%) shareholdings], was incorporated under the Companies Act of the Kingdom of Bhutan on May 13, 2008. The majority Shareholder DGPC has four Directors on the Board, two Directors are from TPTCL and one Director from NPPF.

The power from the project is being sold to M/s Tata Power Trading Company Ltd., India under a long-term Power Purchase Agreement. The sale of energy is subjected to CERC India's Deviation Settlement Mechanism regulations. The entire power including 12% royalty energy is being exported to India.

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. S/he needs to be excellent in corporate leadership and management. The CEO is expected to ensure that all business goals and targets of the company are achieved in the most effective and efficient manner. Decisiveness and prompt decision-making is the key to achieving progress and motivating employees to perform. The CEO will have to devise and recommend strategies to the Board to expedite the implementation of all works. The CEO should have outstanding public relations and communication skills to effectively negotiate and pursue/resolve any/all impending/constraining matters/issues. 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 must:

1. Provide overall business strategic leadership and execution to achieve the strategic objectives of DHPC.
2. Develop and expand into strategic areas of growth to enhance the business of the company.
3. 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.
4. Translate Company's policy and communicate organization values at all levels of management including the other Stakeholders.
5. Responsible for overseeing managerial, technical and contractual aspects of the Company. Responsible for executive leadership, strategic and operational management, and result-oriented performance.
6. Develop and monitor strategies and action plans for successful operation of the plant and the business as a whole.
7. Act as a liaison between the organization and the stakeholders and build relationships with other organizations wherever appropriate.
8. Review and update procurement plans, and prepare its implementation.
9. Facilitate, support and coordinate for efficient and smooth execution of the any project.
10. Stay abreast of progress of the all works and anticipate future trends that will likely have an

impact on the business of the company.

11. Review and assess the sale of power aligned to the power purchase agreement and the emerging regional market trends.
12. Advise the Board on business plans and operational issues and lead implementation of the decision passed by the Board.
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.

Operations Management

He/she must:

1. Frame standard operating procedures for maintaining better health, ensuring safety and minimizing other occupational hazards in the construction and operation of the project.

Human Resource Management and Development

He/she must:

1. Manage 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.
4. Implement progressive employee training, employee motivation and other development programs.

Communication and Public Relations

He/she must:

1. Consistently influence on what DHPC 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 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 judgement, and bring such incidents to the notice of the Board.

Knowledge, Skills and Attributes (KSA)

The CEO should possess the following critical competencies:

Competent manager: Highly trained and experienced leader/manager in order to help lead the company.

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.

Strategize for additional growth area: Develop and expand into strategic areas of growth to enhance the business of the company.

Specific Tasks and Targets

The CEO shall adhere to and implement the Outsourcing Agreement with DGPC including the following:

- ✓ The CEO shall be responsible to monitor and manage the energy trade, and collaborate with Druk Green Energy Trade.
- ✓ The CEO must ensure that all business goals and targets of the company are achieved in the most effective and efficient manner.
- ✓ Set the long-term strategy of the company jointly with DGPC and shall monitor the performance of the plant through Performance Management System.
- ✓ Present the Performance Management System, Annual Operating Plan and Annual Budget to the Board/Shareholders and obtain approval.
- ✓ Keep Board informed through monthly/quarterly reports besides what is presented in the regular Board meetings.
- ✓ Work closely with DGPC on ensuring the success of the Outsourcing Agreement and/or any other works as may be assigned by DGPC with the endorsement of the DHPC Board.

Eligibility Criteria

Education Qualification

Minimum of Bachelor's Degree obtained from a recognized university through regular (full time) program. Candidates without Bachelor's Degree but having Master's Degree from recognized university through regular (full time) program shall be considered. Women candidates are encouraged to apply.

Work Experience

Minimum of Fifteen (15) years' work experience, which should include a minimum of three years of active service at Chief/General Manager Level or equivalent & above for Corporates entities and P1 A level & above for civil servants. Only 1.5 years of study leave 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 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 DHPC.

Location

Base out of Corporate Office, DGPC, Thimphu Dzongkhag

Remuneration and Benefits

Basic Pay (Nu.)	75,000	
Contract Allowance	75% of Basic Pay	
Other Allowances and Benefits	1. Performance Based Variable Allowance (PBVA)	25% of Basic Pay
	2. Team Appraisal System (TAS)	As per the PMS guidelines
	3. Monthly Production Incentive (MPI)	As per the DHPC Service Rule
	4. Communication Facility Allowance (CFA)	As per the DHPC Service Rules
	5. Annual Increments	Nu. 2,250
	6. DHPC shall provide with office duty car	

Employment Type and Tenure

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

The selected candidate shall be appointed on contract to DHPC for an initial period of 3 (three) years with possibility of extension based on performance and need.

Documents Required

Documents required at the time application submission:

- Job application form
- 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 (if 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.
- Should submit the valid BIT/CIT/PIT certificate issued by the relevant agencies, only if 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.

Interested candidates fulfilling the prescribed eligibility criteria may submit application to Director Human Resource and Administration Department, Corporate Office, Thimphu along with the above mandatory documents on or before **September 22, 2022 by 5:00 PM**.

Director, Human Resource and Administration Department, may be contacted at 02-336416 for any clarification during office hours from Monday to Friday or at 17603475.