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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

Post Title	:	Director, Corporate Services Department
Duty Location	:	Corporate Office, RICB, Thimphu
Type of Employment	:	Contract
Duration of Contract	:	3 years
Reporting to	:	Chief Executive Officer

1. Background

The Royal Insurance Corporation of Bhutan Ltd (RICB) is a listed non-banking financial institution and the largest insurance company in Bhutan. It has 27 branch offices spread across the country with Corporate Office at Thimphu with 440 employees. Its core businesses are:

1. Credit operations;
2. Life and General Insurance;
3. Reinsurance business;
4. Private Provident Fund;
5. Group Insurance;
6. Annuity business; and
7. Securities broking.

The RICB seeks a qualified Director to lead and manage the Corporate Service Department. The Director is expected to have competencies and focus on the operational aspects. The Director will work closely with the Director of Operations Department and under the guidance of the Chief Executive Officer.

The Director will provide leadership, strategic direction, overseeing and managing the General Administration & HR Division, Finance & Accounts Division and Legal Division in the organization. The Director will play a critical role in ensuring that these divisions operate efficiently, comply with all relevant laws and regulations, and contribute to the overall success of the organization.



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ROYAL INSURANCE CORPORATION OF BHUTAN LTD.

2. Key responsibilities

General Administration & HR Division:

1. Oversee the day-to-day operations of the organization.
2. Oversee the development and implementation of administrative policies and procedures.
3. Ensure compliance with internal and external regulations and policies.
4. Oversee the human resources activities, including recruitment, training, performance management, employee engagement, talent development and employee well-being.
5. Oversee the management of facilities, office services and administrative functions to ensure an efficient and compliant working environment.
6. Manage the annual budget for the division.

Finance & Accounts Division:

1. Oversee all financial operations of the organization.
2. Oversee the development and implementation of financial policies and procedures.
3. Oversee the preparation and accuracy of financial reports, including income statements, balance sheets, and cash flow statements.
4. Prepare financial reports and present them to the board of directors.
5. Ensure compliance with financial regulations and standards.
6. Oversee the annual budgeting process for the division.

Legal Division:

1. Oversee all legal matters of the organization.
2. Oversee the development and implementation of legal policies and procedures.
3. Ensures the Division provides legal advice to the board of directors and other divisions as needed.
4. Ensures the Division complies to all relevant laws, regulations, and corporate governance standards.
5. Oversee any legal disputes or litigation involving the organization.
6. Oversee contract review, drafting, and management processes.



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3. Required qualification, skills and experience.

1. A minimum of a bachelor's degree in Business Administration, Law, Finance, or a related field.
2. Relevant master's degree preferred.
3. A minimum of 15 years of experience.
4. Experience of three years in General Manager/relevant position.
5. Excellent leadership and team management skills.
6. Strong understanding of business operations, financial management, and legal regulations.
7. Excellent communication, leadership, and interpersonal skills
8. Strong analytical and problem-solving capabilities.
9. High ethical standards and unwavering integrity.

10. Remuneration

The gross remuneration is Nu. 220,000 and other benefits as per company service rules.

The details are as follows:

Remuneration (Nu.)		Remarks
Basic pay	100,000.00	
Contract allowance	75,000.00	
PBVP (20% of basic pay)	20,000.00	
Communication allowance	5,000.00	
Tea allowance	3,000.00	
Conveyance allowance	6,000.00	
Provident Fund	11,000.00	11% of basic pay
Total	220,000.00	

NB:

The selection of candidate would be subject to obtaining No Objection Letter from RMA on the fit and proper assessment of the applicant.