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State Mining Corporation Limited



ToR for General Manager/Project Manager, Dzongthung Stone Quarry, Trashigang

Background

State Mining Corporation Limited (SMCL) was established in 2015 as a DHI owned company. Its primary mandate is to manage the state's mineral resources to generate revenue from export markets and supplies to local industries. It has its registered corporate office in Samtse.

Overall Job Description

The General Manager/Project Manager shall be responsible for the overall administration and management of staff at mines (primary crusher), Bartsham, Trashigang and secondary crusher and sales office at Dzungdi, Yalang under Tashi Yangtse. He/she shall lead the employees of the two offices as a team leader in implementing the programs and activities. His prime responsibility shall be to strategize, plan and implement programs and activities in a cost effective manner.

Specific Responsibilities

- Guide, mentor and provide leadership support to the staff at all times.
- Support and facilitate effective implementation of plans and programs.
- Understand and communicate the company vision and mission, business goals and requirements for successful job performance.
- Have knowledge of company rules and manuals, and the relevant laws and rules of the Kingdom of Bhutan.
- Administer the budget allocated to the 'cost center' using cost control mechanisms.
- Monitor and manage the operational cost at all times.
- Execute authority as per the powers delegated by the Board, Management, policies, rules and manuals of the company.
- Coordinate and schedule the production as per the monthly sales plan.
- Prepare and submit time series production and sales information to corporate office from time to time.
- Actively engage in the preparation of strategies for production and sale along with KHEL's planned activities.
- Build and maintain sustainable relationship with the customers and clients.
- Liaise and provide support services to other mines/quarries of the company in the region.
- Liaise with stakeholders, and government agencies for clearances and approval of proposals.
- Handle complaints, provide appropriate solutions and alternatives within the time limit and follow up to ensure resolution.



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- Research and develop information system for proper record keeping and efficient information dissemination.
- Carry out any other assignments as required by the management.

Education & Experience Criteria

- He/she shall hold a bachelor degree in any subject with 13 years of relevant work experience and should have served minimum of 4 years at Dy. GM/P2 level. A study period of 1.5 years shall be counted as a job experience.

Person Specifications & Attributes

- Adaptability to corporate setting;
- Patience and be able to work under tremendous pressure;
- Excellent networking skills;
- Good analytical and numeracy skills;
- Excellent management skills;
- Good communication skills;
- High Integrity/Ethics; and
- Ability to meet the deadlines.

Core Competencies

- Critical thinking & problem solving;
- Planning and organizing;
- Managing change;
- Teamwork;
- Communication skills;
- Leadership;
- Conflict management; and
- Commercial orientation.

Other requirements

- SMCL application form indicating clearly the post applied for;
- Curriculum Vitae (CV) clearly indicating requirements referred to above;
- 2 referrals/recommendation letters from non-family related referees;
- Audit Clearance
- Copies of (1) Degree Certificates, (2) Academic Transcripts, (3) Security Clearance Certificate (online screenshot), (4) Medical Fitness Certificate, and (5) Citizenship Identity Card
- Must submit No Objection Certificate within seven days from the day of declaration of result.



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Employment Type

Contract for 4 years with possibility of renewal depending upon performance and need.

Salary & Others Benefits

- Basic Salary = Nu.50,625.00
- Contract allowance = 65%
- Communication Allowance = Nu.750
- Fuel Allowance = Nu.2,500
- PBVP = 15%
- Bonus as per PMS/HR rules of the company.

Application dateline

The application deadline is on or before 10th March 2021 before 5.00 pm.

I, _____, hereby acknowledge receipt of the General Manager/ Project Manager's job description for Dzongthung Stone Quarry, Trashigang, State Mining Corporation Limited. It is my responsibility to review this job description and ensure that I am familiar with its contents and comply with all requirements, duties, rules and procedures.

Note: The statements provided above are intended to describe the general nature and level of work that an employee shall perform and is not a complete list of responsibilities, duties, and skills required.