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State Mining Corporation Limited
Samtse, Bhutan



Terms of Reference
for
General Manager, Operations (Mines) Division

Background

State Mining Corporation Limited, a state-owned mining company, was officially formed on 31st December 2014, as a 100% shareholding company of Druk Holding and Investment Ltd. It was formed with the objective of sustainable development and utilization of mineral resources in the country. The company as a business organization is structured with three main functional units, one being the Project & Operations Department. It is a technical department responsible for the creation of new business units, involving two major activities; acquiring project sites (mines/quarries) and operationalization of the projects and associated processing units.

As the company grows with an increasing number of projects and mining activities, the department is being decentralized to separate the two functions. Thus, the two divisions, the Projects Division and the Operations (Mines) Division, under the department are being strengthened to function independently. Hence, this TOR shall spell out the roles and responsibilities of the General Manager for the Operations Division and outline his/her knowledge, skills, and attributes requirements.

Scope

The Operations Division is responsible for all activities involved in the mining operations, which consist of three main phases, viz. development, production and restoration/rehabilitation. The mine development starts right from the day mentioned in 'the notice of mine opening' that must be submitted to the licensing agency, the Department of Geology and Mines in our country, after the grant of the mining license (lease). It consists of activities such as infrastructure development, construction of access roads and ramps, and removal and disposal of the mine overburden to expose the mineral.

The production phase follows the development with the formation of series of mine benches for mineral extraction and transportation to the stockyard. The stockyard, if it is a POS, will be under the management of the Marketing & Logistic Department. The production phase also



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involves removal and management of the side and inter-burdens. Progressive mine restoration takes place in this phase where the abandoned mine benches are stabilized, prepared and revegetated by plantation or reclaimed for certain predetermined purposes. Construction of new access roads and ramps to the new mine benches is a continual process, which takes place in this phase.

The final phase is the stage where the mining pit and all other areas disturbed due to mining or associated activities are restored by revegetation or reclaimed for some social or economic purposes of the community or the nation. It also involves removal of all immovable and movable properties that are of no benefit to the community. The responsibility of the division ends here with the decommissioning and surrender of the land on lease to its owner.

Reporting

The General Manager, Mines Operations Division shall report to Head of the Projects and Mines Department. He/shall function collaboratively and coordinated manner with other departments, divisions, and cost centers.

Specific Roles & Responsibilities

The General Manager of the Project Division shall:

- a. Prepare action plan for development of new mine and associated activities in advance to ensure timely implementation.
- b. Prepare and implement operational schemes of the mine/quarries in line with the approved FMFSR and the EMP.
- c. Carry out mining activities scientifically and professionally in line with the approved plans.
- d. Set annual mineral extraction targets as per the approved plans and or in consultation with the Marketing Department of the company.
- e. Improvise operational methods for cost efficiency.
- f. Monitor the effectiveness of the mining equipment and suggest solutions for improvement.



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- g. Keep proper records of the mineral extraction and the resources usage, and ensure timely submission of the report to the Management and the regulating agency.
- h. Make timely payment of the government levies.
- i. Involve and take the lead role in the procurement and installation of a heavy earth moving equipment and or crushing/ore dressing/processing plant worth less than or equal to Nu. 100M for the mines/quarries in operation.
- j. Carryout quarterly stock taking of the minerals and submit report to the Management for endorsement or further submission to the Board.
- k. Be familiar with the Board proceedings and submit timely updates on the mineral production and issues related to the operational activities that require Board's attention.
- l. Carryout progressive mine restoration works on the abandoned mine benches that do not require redevelopment in the future.
- m. Prepare annual work plan, compact and budget for the division.
- n. Manage and monitor the work plans and performance of all functional units under the division.
- o. Manage, monitor and ensure efficient use of the resources at his/her disposal.
- p. Monitor activities and assess performance of each member of the division.
- q. Be familiar with the provisions of the country's mining policy, act and the regulations and those of the other regulating agencies to ensure strict compliance.

General Roles and Responsibilities and the Support Services

- a. Be acquainted with all policies, rules, guidelines, frameworks, standards, the CSP and the investment plans and programs of the company.
- b. Be appointed and function as a reliable member of the various committees and teams in the company.
- c. Develop constructive and cooperative working relationships with the other departments of the company.
- d. Encourage and build mutual trust, respect, and cooperation among the team members.
- e. Always cooperate and work as a team with shared goals and objectives.



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- f. Represent the company and its shareholder in a favorable manner at all times.
- g. Act with the highest level of professionalism, integrity, and ethical character at all times.
- h. Work beyond normal hours to achieve the targets within the deadlines.
- i. Be prepared and work in all weather conditions.

Confidentiality

- a. Not share any information or documents to outsiders, whether during or after the period of employment, without the permission the Management.

Education and experience

- a. Bachelor of Engineering or Technology in Mining. Preference will be given to the candidate with a Master Degree in Mining.
- b. At least 10 years of experience in a corporate or private company or government agency.
- c. Served a minimum of 2 years in M1 level grade in a corporation or private company of SMCL grading equivalent or P2 in a government agency.

Knowledge, skills, and abilities

- a. Knowledge of the mineral sector in the country and the world.
- b. Knowledge of minerals, mining, ore crushing, dressing, and mineral beneficiation and processing principles.
- c. Ability to manage a dynamic and diverse team.
- d. Good leadership and personal management skills.
- e. Strong supervisory skills.
- f. Ability to develop effective internal and external relations.
- g. Disciplined and process-oriented.
- h. Ability to meet deadlines.
- a. Good analytical and numeracy skills.

Person Specifications & Attributes

- b. Adaptability to the corporate setting.
- c. Business oriented.



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- d. Patience and being able to work under tremendous pressure.
- e. Excellent networking skills.
- f. Good communication skills;
- g. High integrity and ethics.

Other requirements

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

Employment Type

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

Salary & Others Benefits

- Salary and benefits shall be fixed within the existing SMCL pay scales & in line with the SMCL service rules.

Application dateline

The application deadline is on or before **15th July 2022 before 5.00 pm.**