

Terms of Reference (ToR) for Chief Executive Officer Farm Machinery Corporation Limited (FMCL)

A. Background

The Farm Machinery Corporation Limited (FMCL) was registered on 29th March, 2016 as a State own Enterprise (SoE) for reducing public spending and enhancing farm mechanization services. The company's registered office is located in Paro with Regional and service center's spread throughout the country for efficient and effective service availability to the farming community.

One of key vision/mission of FMCL is to endeavor to transform farming activity through mechanization into a vibrant and sustainable economic venture. It also aspires to be exemplary in developing human resource and technological capacities in the farm mechanization sector besides generating revenue.

The main mandates to be pursued by the company are:

1. Hiring of farm machinery to farmers and other stakeholders throughout the country.
2. Sales of farm machinery, implements and spare parts
3. Repair and maintenance of farm machinery
4. Fabricate farm machinery, implements and spare parts
5. Commercial and Contract farming
6. Sales of POL and lubricants and others

B. Job Summary

The CEO is expected to be visionary and a strategist with excellent leadership and management traits and maintains excellent PR. The CEO shall lead the company in general and drive the company in being the flag bearer of farm mechanization services in Bhutan. The CEO will be required to prepare strategies and work plans for effective implementation of the set plans and targets under the guidance of the Board.

As the FMCL shall be liaising with National and International organization including development partners for support, the CEO should possess outstanding communication skills among others. While experience in farm mechanization services or industry will be an added advantage, the CEO must have adequate knowledge in corporate governance, finance management and operational aspects of the company.

C. Duties and Responsibilities

Key responsibilities of the CEO are as follows:

1. Develop and recommend corporate strategic plan and five-year operational and investment plan to the Board in order to ensure that the company's future direction and growth trajectory is clearly charted out.

2. Liaise with various levels of Government agencies and in particular, with MoAF to align corporate strategy and operational plan with that of the government policy and plan.
3. Mobilize donor support for enhancing farm mechanization services to farming community.
4. Manage and administer the FMCL to provide efficient and effective services as per the mandate.
5. Be conversant with the relevant laws, rules and guidelines in order to effectively deal with various National and International agencies.
6. Develop strategies and Standard operating Procedures (SoP) to deliver farm mechanization services in the most efficient way.
7. Frame SoP to prevent accidents and minimize occupational hazards while providing services.
8. Ensure that the services provided are exemplary with the use of appropriate technologies and safety standards.
9. Optimize the use of resources through alternate mechanism and innovation thereby maximizing returns.
10. Build an effective management team by developing the professional knowledge and skills, while holding them accountable for key performance deliverables.
11. Develop and maintain effective organizational structure, put in place a management succession with progressive capacity development plans
12. Consistently promote the mandate of the FMCL and ensure that the media relations and communication with relevant stakeholders is effectively attended to as the principal spokes person of the FMCL.
13. 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 changes in policies that affect the Company's operation.
14. Delegate authority to ensure that effective control and co-ordination mechanisms are in place including the establishment and development of effective internal controls over financial reporting.
15. Ensure that the company's assets are adequately safeguarded and optimally utilized.
16. Maintain a high level of integrity, work ethics and corporate governance standards.
17. Be able to take risks under challenging circumstances using best judgment, and
18. Effectively implement the Board directives.

D. Eligibility Criteria

Qualification and experience:

1. Minimum Bachelor Degree (full time) from the recognized University. Candidate having Master Degree in relevant field and/or with relevant experience shall be given preferences.
2. Minimum of 15 years of work experience, which should include a minimum of 3 years at General Manager level and above (Corporate sector), or equivalent position of P1A and above positions (for civil service); and
3. Interested Civil Servants as per RCSC's announcement of "Secondment of Civil Servants to State Owned Enterprises (SoEs) under Ministry of Finance." Letter no. RCSC/LD/63/2022/864 dated September 9, 2022

E. Employment Type and Tenure

The CEO shall be recruited for contract term of 3years, extendable/renewable for one more term based on performance.

F. Remuneration package

1. Basic Pay (BP): Nu.75,000.00;
2. Contract Allowance: 30 to 50% of the basic pay
3. Fixed Communication allowance: Nu. 3000 per month.
4. Other benefits as per Company Service Rules & Regulation (SRR)

G. Required documents

Copy of document required to be submitted along with the application:

1. Job Application
2. Curriculum Vitae
3. Copy of Degree/Master Certificates and Academic transcripts.
4. Valid Security Clearance Certificate (approved online)
5. Valid Audit clearances
6. Copy of valid citizenship ID card
7. No objection certificate letter from the employer, if currently employed;
8. A valid medical certificated (not older than six months during the time of application)
9. A valid document proof/ evidence from the concerned agency to show 15 years of work experience;
10. Copy of last promotion order or letter from the employer certifying the fulfillment of minimum years of work experience at the General level or P1A level.
11. Name and contact details of two non-family related professional referees. (One of which should be current or last employer)