

Druk Holding and Investments Ltd.
Terms of Reference
ToR for Associate Analyst, Strategic Technology Planning (STP), InnoTech Dept.

Overall Job Description

The Associate Analyst shall be primarily responsible to work with the Strategic Planning Technology division, to oversee and determine strategic targets for the department. They shall be responsible for mapping the innovation policies and analyzing existing strategies and practices, to identify areas for improvement for the department and DHI. They must identify and address operational, financial and technological needs for the department. They shall work under the direct supervision of the Senior Analyst of the Innovation and Technology Dept.

Specific Responsibilities

The specific responsibilities are as given below:

- Support DHI and in its group in strategizing technology pathways,
- Assist STP in research and establishing Science, Technology and Innovation (STI) strategy, policy and systems,
- Assist STP in providing strategic direction to DHI Research and Innovation Venture Excellence (DRIVE) Center,
- Establish Grass root innovation programs,
- Research and determining targets for the department,
- Design strategies to achieve set goals for the department,
- Prepare reports for upper management,
- Prepare appropriate proposal, including market and financial analyses,
- Ensure that the business contracts and consultants are effectively managed,
- Ensure that the division's projects/activities are in line with the corporate mandates and that the performance targets /milestones are tracked and maintained at high level,
- Represent DHI at external meetings, conferences, seminars to assess and access new business opportunities and to develop external networks,
- Keep abreast of new frameworks, polices (local and international), technology, etc. that may assist in achieving company and department goals and objectives,
- Periodically interact and update the management and other relevant groups on the division's on-going activities, and
- Any other responsibilities as directed by the Department.

Education & Experience Criteria

They must have:

- Bachelor's degree in Economics/Business Management or a related degree with a minimum of:
 - 60% in degree if General Degree, or 55% if Honours Degree
 - 70% in Class XII (aggregate of English and four best subjects) and 70% in Class X (aggregate of all subjects),
- Experience in the following preferred:
 - Using or with knowledge of various software's and systems including Microsoft Office Suite
 - Developing policy documents
 - Conducting qualitative and quantitative research

Person Specifications & Attributes

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Additionally, they must have:

- Highly advanced business/project planning competence.
- Strong negotiation and client management skills.
- High integrity/ethics and strong ability to meet the deadlines.
- Strong communication skills, both spoken and written.

Other requirements

- DHI application form.
- Curriculum Vitae (CV) clearly indicating requirements referred to above.
- 2 referrals/recommendation letters from non-family related referees.
- Copies of (1) Degree Certificates, (2) Academic Transcripts, (3) Security Clearance Certificate (online), (4) Medical Fitness Certificate, and (5) Citizenship Identity Card.

Employment Type

- Regular

Salary & Others Benefits

- Salary and benefits shall be fixed within the existing DHI pay scales & in line with the DHI Service rules