

Druk Holding and Investments Ltd.
Terms of Reference
ToR for Associate Manager (Office Management), NDI Project, InnoTech Department

Overall Job Description

The InnoTech Department, DHI for implementing Bhutan National Digital Identity project is seeking an enthusiastic, agile, diligent, collaborative, and highly organized Office Manager to support our team in pioneering digital identity in Bhutan. As a member of our dynamic team, you will provide invaluable assistance across a range of fields including office management, orchestrating social activities, and helping in other areas.

If you are fascinated by technology and innovation, are brilliant at multitasking, ready to tackle new challenges on a daily basis, and enjoy working in a fast-paced environment alongside bright and energetic individuals - we highly encourage you to apply for the position.

Specific Responsibilities

The specific responsibilities are as given below:

The Associate Manager will be tasked with a wide range of activities related to managing the office functions, recording of minutes and document management. Regular responsibilities include, but are not limited to:

- Document Management: Developing and managing the Department's document management system;
- Contracts management: Assist in managing the contractual documents and including all relations and client management communication and system;
- Organize, manage and facilitate all internal and external meetings and also function as a meeting reporter;
- Office Management: welcoming guests, organizing food and drinks delivery, managing stationery, paperwork administration, overseeing cleaning and tidiness in the office, ensuring the smooth running of the office environment, coordinating office refurbishment, and liaising with the landlord to solve building issues etc, travel organization etc, organize social activities.

Education & Experience Criteria

They must have:

- Bachelor's degree in any field 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)

Person Specifications & Attributes

- Excellent communication skills
- Office management experience is a plus
- Excellent computer skills, including a high degree of proficiency in Microsoft Word, Excel, Outlook, and PowerPoint.
- Good professional network in the country.

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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