

**Druk Holding and Investments Ltd.**  
**Terms of Reference**  
**Associate Director, Projects, InnoTech Department**

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### **Overall Job Description**

The InnoTech Department, DHI for implementing various technology projects is seeking an energetic, creative, collaborative, and highly motivated individual for the role of a Project Manager at the capacity of Associate Director. If you are excited about technology and project management, this will be an avenue for learning and contributing.

Reporting to the Director, InnoTech you will be responsible for managing various technology projects in planning, contract design & execution, operation and management of the projects including assisting in recruiting developing and managing the teams.

If you are fascinated by technology, 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 position of Associate Director and working as a Project Manager will be tasked with a wide range of activities related to project management and operations. Regular responsibilities include, but are not limited to:

- Conduct project initiation, planning, execution, monitoring and control and closing on advice and in close collaboration with the Director, InnoTech Department;
- Manage staff and overseeing the day-to-day activities of the assigned projects related to the management and implementation of the Project, including procurement, financial management, progress and reporting;
- Overall supervision of project activities and arrange for any stakeholder meetings and consultations as required
- Initiate any Project Steering Committee as required;
- Draft Terms of References and Request for Proposals and management of local and foreign consultants, monitoring progress on deliverables under those contracts
- Undertake any external high-level communications;
- Prepare, or as appropriate supervise the preparation of, progress reports, annual reports, project completion report and other reports that may be required by the stakeholders
- Lead the development of work plans, workshops and periodical work sessions and meetings;
- Assist in recruiting and building teams to supervise the project execution; and
- Develop strategies and human resources for operation of the projects after completion.

### **Education & Experience Criteria**

They must have:

- Master's degree in related field (MBA preferred);
- Bachelor's degree in Engineering/Economics/Business Management or a related degree with a minimum of 50% aggregate.
- Min. of 10 years of relevant work experience (excluding the study period)

Candidates with following experience will have preference:

- ***A valid PMP/PRINCE II Certification a huge plus;***
- Knowledge of project management tools and IT ecosystems;
- Knowledge and prior experience with project and/or program/portfolio management; and

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- Solid understanding of project life cycle.

**Person Specifications & Attributes**

- Proven track record and experience in developing project charters and execution of projects;
- Proven experience and technical ability in managing large project;
- Effective interpersonal, management and negotiation skills proven through successful interaction with stakeholders, regional/local authorities;
- Demonstrated ability in team management and collaboration;
- Innovative thinking and leadership with an ability to lead and motivate cross-functional, interdisciplinary teams/organizations;
- Intellectual curiosity and bias for action;
- Have a passion for driving business, culture, and technology change;
- Agility to adapt to constant shifting needs and demands of the business.

**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**

- Contract

**Salary & Others Benefits**

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