

Druk Holding and Investments Ltd.

Terms of Reference

Associate Director – Department of Innovation and Technology (InnoTech)

Overall Job Description

Organize, plan, direct and oversee the daily operations of the innovation and technology department. Evaluate innovative business opportunities and projects, and their associated risks and benefits to the company including the development of business models, operational standards and schedules to successfully implement the projects. She/He will work under the supervision of the Director of innovation and technology.

Specific Responsibilities

- Oversee day-to-day operations of divisions under the department,
- Assist the Department's project management and strategize the DHI Research and Innovation,
- Venture Excellence (DRIVE) and associated Lab design, operations and management,
- Assist in discussions and maintaining relationships with research institutions, labs, investment parties, consultants and clients as well as with other stakeholders in the government, private and non-government sectors,
- Design strategy and set goals for growth and development of the department,
- Ensure employees work productively and develop professionally,
- Oversee recruitment and training of new employees,
- Drive evaluation and identification of new innovative business opportunities,
- Evaluate and improve operations and financial performance of the department,
- Prepare reports for upper management,
- Direct the operational activities of the division including business development and pre-feasibility studies, investment proposals, business reviews, and board notes,
- Lead negotiation teams and develop proposals and offers for business transactions,
- Guide and oversee the preparation and approval process of appropriate proposals, including market and financial analyses,
- Ensure that the business contracts and consultants are effectively managed,
- Lead recruiting efforts and ensure that resources are secured for the division and help coordinate employee on-boarding and with training activities,
- Ensure that the department'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, and
- Perform such other assignments, as may be required by the company.

Qualifications (include but are not limited to the following)

- Master's Degree in Engineering/Science/Economics, MBA or equivalent preferred,
- Must have a minimum of 50% aggregate in bachelor's degree, or RCSC Selected,
- Must have 10 years of relevant work experience (excluding the study period), preferably in business development, project management, research and innovation, and
- Must have advanced business knowledge and skills necessary to analyze and understand the overall value of a business enterprise (corporate strategy, finance, operations and technology, sales and marketing, human resource, etc)

Skills, Knowledge & Attributes Required

- Strong or solid business acumen, particularly in terms of corporate knowledge base and capabilities.
- Excellent quantitative and qualitative analytical skills, critical thinking skills, and ability to constructively think through various aspects of the business issues.
- Strong strategic orientation and competence in translating the broad strategic decisions into projects and well-thought-out actions (strong project management skills are required).
- Solid leadership potential and the ability to manage cross-functional teams.
- Strong negotiation and client management skills.
- The ability and desire to complete projects under deadlines.
- Strong oral and written communication skills.
- Impeccable integrity or business ethics.

Other Requirements

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

Employment Type

- 4 years initial contract and extendable based on individual performance and requirement of the Company.

Salary & Others Benefits

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