

Druk Holding and Investments Ltd.
Terms of Reference
Sr. Analyst, Strategic Technology Planning Division, InnoTech Department

Overall Job Description

The Sr. Analyst shall be primarily responsible to work closely with the Strategic Planning Technology division, to determine, oversee, and evaluate the targets for the department.

The Department is interested in implementing or supporting policies and projects that increase understanding, access and diffusion of digital transformation efforts in tackling social and economic challenges. In this regard, the Sr. Analyst shall be responsible for framing the science, technology and innovation policies and analyzing strategies and practices within DHI and the group to identify areas for improvement. The role would also include sourcing strategic partners for collaborations and investments as well as managing innovation pipelines thereby assisting strategic decision making and go-to market process. The Sr. Analyst will be responsible for strategizing and supporting Department's research and innovation projects.

She/He shall work under the direct supervision of the Director of department of innovation and technology.

Specific Responsibilities

The specific responsibilities are as given below:

- Support in strategizing technology pathways by growing collaboration and partnership across DHI and group (internally and externally) to align strategies and initiatives.
- Research and establish Science, Technology and Innovation (STI) strategy, policy and systems.
- Produce reports on tech ecosystems, trends, new technologies, usage evolutions & innovation strategies.
- Identify and leverage strategic external partnerships to further technology policy strategies and innovation and research objectives.
- Provide strategic direction to DHI Research and Innovation Venture Excellence (DRIVE) Center.
- Establish grassroot innovation programs.
- Drive evaluation and identification of new innovative business opportunities.
- Support and develop project management processes for the department.
- Guide and oversee the preparation and approval process of appropriate proposals, including market and financial analyses.
- 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
- Prepare reports for the Department and the management as required.
- Perform such other assignments, as may be required by the company

Education & Experience Criteria

They must have:

- Master's Degree in Engineering/Science/Economics, MBA or related qualification,
- Minimum of 50% aggregate in bachelor's degree,
- Minimum 5 years of relevant work experience (excluding the study period), preferably in strategy, innovation and system development.

Person Specifications & Attributes

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)
- 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, (5) Citizenship Identity Card, and (6) No Objection Certificate (if employed).

Employment Type

- On Contract for 4 years initially 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.