

### **Overall Job Description**

The Analyst of Research & Training Division shall assist the Associate Director (AD) in conducting performance improvement research and studies for performance efficiency gains, develop and review Corporate Governance Policies and strengthen the capacities of DHI and its companies in areas of Corporate Governance and other related disciplines.

### **Specific Responsibilities:**

The Analyst shall assist the AD to:

- Conduct research/studies aimed at enhancing corporate performance within DHI companies and the overall Corporate Governance landscape in Bhutan, and recommend appropriate measures and standards;
- Carry out research for efficiency gains and other cost saving solutions for DHI and its companies;
- Analyze, determine and administer benchmarking initiatives or actions at DHI and across its companies;
- Administer customer satisfaction surveys for DHI and its companies;
- Develop and review corporate governance policies and guidelines as and when necessary;
- Design and review guidelines and instruments for evaluating CEOs and Boards performance;
- Develop and review Guidelines on Selection, Appointment and Evaluation of CEOs;
- Conduct Training Needs Assessment to identify training needs for Board Directors and key positions across DHI and its companies;
- Coordinate capacity building programs for Board Directors and key positions across DHI and its companies;
- Develop training content and conduct training programmes in areas of Corporate Governance and cross-cutting management disciplines;
- Pursue and establish national, regional and international institutional tie-ups for specific training needs;
- Provide customized programmes and consultancy services across the companies through research and validated market study over the course of time; and
- Perform such other assignments, as required by the AD.

### **Education & Experience Criteria**

He/she must/should have:

- Master's in Economics/Business or other related fields.
- Bachelor's Degree in related fields with a minimum of 50% aggregate.
- Minimum of 3 years of relevant work experience (excluding the study period).
- Knowledge, skills or prior experience in Research/Corporate Governance or related fields would have added advantage.

### **Person Specifications & Attributes**

Additionally, he/she must have:

- Ability to carry out quantitative and qualitative research.
- Strong written and presentation skills.
- Good analytical and numeracy skills.
- Strong interpersonal and negotiating abilities.
- High integrity/ethics, and strong ability to deliver targets on time

### **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, 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.