

Terms of Reference for Analyst

Enterprise Development Division, DOI, DHI

Overall Job Description

The Analyst, EDD shall be responsible for assisting the Associate Director in initiating and monitoring the entrepreneurship development activities and developing strategies to help promote the development of private sector in the country. He/she shall work under the direct supervision of Associate Director, Business Development and Strategy Division.

Specific Responsibilities

His/her specific responsibilities are:

- Manage and plan the entrepreneurship activities and initiatives undertaken by EDD;
- Liaise with relevant stakeholders to ensure that the entrepreneurship development initiatives of DHI are carried out in the professional manner;
- Establish, manage and operate the DHI Business Acceleration Fund to finance entrepreneurs;
- Developing strategies and initiating entrepreneurship development activities;
- Provide policy feedback to the government and related agencies on entrepreneurship development in Bhutan;
- Monitor and evaluate the performance of entrepreneurs supported by DHI;
- Participate in the seminars, conference and workshops representing DHI;
- Undertake research and generate reports of relevance to private sector development and entrepreneurship;
- Provide advisory services to the entrepreneurs;
- Providing other soft support services to the DoI, DHI, and
- Performing such other assignments, as required by DoI, DHI.

Education & Experience Criteria

- Master's Degree in related fields (Finance with accounting background) with a min. of 3 years of relevant work experience (excluding the study period); or B. Com/BBA/BBM in Finance/Accounts with a min. of 5 yrs. of work experience (excluding the study period).
- Minimum 50% in Bachelor's Degree (Overall aggregate).
- Work experience in credit and business appraisal preferred.

Personal Specifications & Attributes

Additionally, he/she must have:

- Highly advanced financial and accounting competence;
- Strong analytical and numeracy skills;
- Strong spreadsheet skills;
- Good communication and people skills;
- High Integrity/ethics, and the ability to meet the deadlines.

Other requirements

- DHI application form indicating clearly the post applied for
- 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, (5) Citizenship Identity Card, and (6) No Objection Certificate (if employed)

Employment Type

- Regular

Salary & Others Benefits

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