**MENJONG SORIG PHARMACEUTICALS CORPORATION LIMITED**

**Terms of Reference**

**General Manager (Corporate Services Division)**

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| **Position Title : General Manager**  **Division : Corporate Services Division**  **Employment Type : Contract**  **Duration : 3 Years**  **No. of Post : 1 (One)**  **Application Deadline:** |

**Background**

Menjong Sorig Pharmaceuticals Corporation Limited (MSPCL), a DHI owned company is mandated to manufacture essential traditional medicines required for the effective delivery of traditional medicine services for the Ministry of Health and research and develop other health promoting natural products. MSPCL’s corporate head office is at Kawang Jangsa, Thimphu.

**Overall Job Description**

The General Manager of Corporate Services Division shall be responsible for overseeing and management of various corporate functions within the organization. He/she shall provide strategic leadership and direction to the division and ensure efficient operation of sections such as Human Resource & Administration, Finance, Procurement and Marketing. He/she shall head the Corporate Services Division and shall report directly to the Chief Executive Officer.

**Specific Responsibilities**

* Develop and execute a comprehensive strategic plan for the division, aligning it with the organization’s long term mission and goals;
* Oversee the effective delivery of day to day corporate services functions and ensure quality service delivery to various divisions within the organization
* Provide leadership, direction and support to the section heads within the division to ensure efficient operation;
* Conduct regular performance evaluation and development plans for the division;
* Develop, monitor and manage budget of the company;
* Advice to senior management on administrative matters such as staff management, financial planning, and facility management;
* Responsible for overseeing the formulation and implementation of plans, policies, and processes
* Manage resources, including staff, budget and equipment to ensure optimal allocation and cost control;
* Ensure that all corporate service functions adhere to relevant laws, regulations and company policies;
* Oversee HR functions, including recruitment, talent development and performance management;
* Manage IT services and infrastructure to support organization’s technology needs;
* Oversee administrative functions such as facilities management, office services and logistics;
* Provide regular updates to the management regarding the division’s performance and activities;
* Any other assignment given by the management or by the CEO.

**Qualifications and Experience Criteria**

* Bachelor Degree in related field, preferably with a Master’s degree;
* Must have minimum of 10 years’ experience with at least 3 years in the senior managerial position

**Skills, Knowledge & Attributes Required**

* Strong leadership, team management and communication skills;
* Strategic thinking and problem solving abilities;
* Must have excellent managerial and interpersonal skills, with ability to lead and motivate a diverse team;
* Excellent communication skills in spoken and written both in English and Dzongkha;
* Must be able to shoulder other responsibilities other than the primary responsibility.
* Must be resourceful and able to work independently with minimal supervision.
* Impeccable integrity and work ethics.
* Strong problem-solving, critical thinking and analytical skills.
* Good presentation, documentation, and reporting skills.

**Other Requirements**

* Duly filled application Form
* Copy of academic transcripts;
* Copy of up to date resume
* Online Security Clearance Certificate;
* Copy of Citizenship Identity Card copy;
* Copy of Recent Medical fitness certificate;

**Employment Type**

* Contract for an initial period of 3 years with possibility of extension depending on performance.
* Entry Grade 3 as per MSPCL SRR

**Salary & Others Benefits**

* Pay scale: Commensurate with the grade
* Contract Allowance: 55% of basic pay
* Other benefits as per the SRR of the Corporation