**MENJONG SORIG PHARMACEUTICALS CORPORATION LIMITED**

**Terms of Reference**

**General Manager (Production Division)**



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| **Position Title : General Manager**  **Division : Production 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 Kawangjangsa, Thimphu.

**Overall Job Description**

The General Manager of the Production Division is responsible for overseeing and managing all aspects of the division’s operation, including production, maintenance and warehouse. He/she shall provide overall direction and guidance in producing safe and effective quality of traditional medicine and herbal products and ensure confidentiality and reliability of corporate data, proprietary information, intellectual property, security requirements and management information system.

He/she shall head the Production Division and shall directly report to the Chief Executive Officer.

**Specific Responsibilities**

* Develop and implement divisional strategies and objectives in alignment with the company’s mission and goal;
* Planning and sourcing of new technology, medicinal raw materials, packaging and labelling for manufacture of traditional medicine and herbal products;
* Planning and production of traditional medicine and herbal products;
* Plan and optimize production processes to maximize efficiency, quality and cost effectiveness;
* Monitor and ensure adherence to safety regulations and quality standards in all divisional activities;
* Assist in overall planning and provide technical guidance to the Chief Executive Officer (CEO);
* Provide technical backstopping in the production, warehouse management, maintenance
* Collaborate with other divisions across the company in planning and problem solving;
* Monitoring, evaluation and management of performance of the Division
* Provide guidance and direction in management of human resources, equipment and facility in the production;
* Plan and organize periodic Good Manufacturing Practice (GMP) training/workshop to the employees of the organization;
* Facilitate compliance to GMP and regulatory requirements during the manufacturing activities and oversee compliance to quality assurance system of the organization
* Organize technical committee meetings;
* Any adhoc assignment given by the management or by the CEO.

**Qualifications and Experience Criteria**

* Bachelor Degree or Diploma with a minimum of 15 years’ experience in the relevant or related field;
* Must have at least 3 years in the senior managerial position

**Skills, Knowledge & Attributes Required**

* Must be well versed in the manufacturing processes of medicine and have very sound overall understanding of quality assurance and quality control systems and safety standards;
* Must have experience in the production and the quality control/assurance;
* Must be well acquainted with the relevant rules and regulations pertaining to the pharmaceuticals productions;
* 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 the basic pay
* Other benefits as per the SRR of the Corporation