

TERMS OF REFERENCE FOR CHIEF TRAINING OFFICER

TRAINING DIVISION

1. OVERALL JOB DESCRIPTION

Designation: Chief Training Officer
Division: Training Division
Reports to: Director General
Duty Station: De-suung Headquarter, Thimphu

He/she shall be the Head of Training Division and report to Director General. He shall assist DG in the overall management and operations of the Training Division.

2. JOB RESPONSIBILITY

His/her responsibilities shall be to:

- Develop policies, manuals and strategy on Training of De-suups and overall Training Division.
 - Conduct training needs assessment of the De-suups and develop training plans accordingly.
 - Liaise with relevant agencies for coordinating training programmes.
 - Coordinate and implement training plans and programmes.
 - Ensure trainings are conducted successfully as per the plans.
 - Identify and mobilize trainers required for the training programmes.
 - Conduct research of various courses and programmes related to De-suung.
 - Recommend amendment of training as and when required.
 - Ensure timely preparation and submission of budget for training activities.
 - Maintain necessary records, data, statistics and information relative to the operation of the training division.
 - Any other related duties and responsibilities assigned by Director General.
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3. QUALIFICATION & EXPERIENCE

He/she must/should have:

- Minimum of Bachelor's degree, preferably master degree
 - Minimum of 10 years of relevant work experience, should have served minimum of 5 years in executive or management level.
 - Undergone De-suung Integrated Training
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4. SKILLS, KNOWLEDGE AND ATTRIBUTES

- Excellent leadership skills;
 - Excellent managerial capabilities;
 - Excellent planning, organization, analytical skills and decision-making skills;
 - Strong oral and written communication skills;
 - High integrity/ethics;
 - Strong inter-personal skills and ability to develop and foster meaningful relationship with relevant stakeholder;
 - Ability and desire to complete works/projects under deadlines.
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