

**TERMS OF REFERENCE FOR CHIEF ADMINISTRATION DIVISION**  
**ADMINISTRATION AND SUPPORT DIVISION**

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**1. OVERALL JOB DESCRIPTION**

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

He/she shall be the Head of the Administration and Support Division and shall report to the Director General. He/she shall ensure smooth and effective operations in the overall management and administration of the Division.

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**2. JOB RESPONSIBILITY**

His/her responsibilities shall be to:

**Administration and Procurement**

- Manage the overall administration & management of the organization including maintenance of the office infrastructure.
- Develop and update appropriate policies and procedures that will enable the administrative function to operate smoothly.
- Facilitate procurement of goods and services including day-to-day procurement, and services for maintenance of office structure, IT equipment, vehicles, telephone/communications and other equipment and supplies.
- Maintain record and inventory of office property like fixed assets, equipment, furniture, office supplies etc.
- Ensure cleanliness and decorum of the office premises including working rooms, toilets, parking and areas surrounding the office building.
- Monitor and guide the Administrative/other Officers reporting to him/her; to effectively carry out the administration, property management/maintenance, preparation of budget, procurement etc.;

**Human Resource**

- Ensure all recruitments are done as per the recruitment policy of the institution.
- Ensure effective coordination with Training Division & Operations Divisions in organizing various activities and providing logistic support as and when required.

**Finance**

- Ensure proper books of accounts are maintained and financial transactions

made as per the financial policies and regulations.

- Ensure all financial obligations such as organization's payroll, payment of taxes, managing staff bank loans, payment of suppliers, payment to agencies, etc are in accordance with applicable regulations, policies and procedures.
- Prepare annual budget and financial statement for the office.

### **Information Technology**

- Ensure smooth operations of IT related functions.
- Ensure maintenance and updation of overall MIS system databases
- Ensure stable and smooth operation of De-suung MIS systems;

### **Logistics**

- Maintain record and inventory of all types of De-suung vehicles.
- Ensure proper use and timely maintenance of all De-suung vehicles.
- Develop and update appropriate policies and procedures for vehicle hiring and vehicle deployment for De-suung purpose with agencies.
- Ensure proper and efficient deployment of vehicle required by De-suups on duty.
- Ensure effective coordination with Training Division in understanding the requirement of liveries and issuance of the same to De-suups.
- Maintain record and inventory of all De-suung liveries.
- Develop similar logistical management system for ration/material/equipment

## **3. QUALIFICATION AND EXPERIENCE**

He/she must 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. KNOWLEDGE AND SKILLS REQUIREMENT**

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

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