

Natural Resources Development Corporation Limited

Terms of Reference (ToR) of General Manager

Division	Forest Resource Division (FRD)
Function	Manage, lead, drive, coordinate, evaluate and provide the operations and management of forest resources and all products related to forest resources and activities of the division in close consultation with the relevant internal and external stakeholders under the guidance of CEO.
Reporting	Functionally and administratively to the CEO.
Qualification & Experience	Requires minimum of Bachelor Degree in Forest Resources Management, or Business Studies. Candidates with relevant master degree will have an added advantage. Candidates should have at least 15 years of work experience with at least three years as Dy. GM/Sr. Manger or equivalent to P1 level under Civil Service.
Knowledge, Skills & Abilities	Team and tolerance Flexibility Strong communication Presentation Strong integrity & ethics Business acumen to identify the growth crises and recommend the solutions Forest resource management knowledge and skills Analytical skills and critical thinking Ability to operationalize a value driven lean and agility in the production process of operational centers Able to cascade down the agile project management culture in the projects
Location	NRDCL HO, Thimphu
Responsibilities	Strategic management <ul style="list-style-type: none"> • Responsible for the overall leadership and management of forest resource division of the company • Oversees preparation of short, medium and long-term strategic plan to guide the sections and its zones • Provides strategic directions to the CEO and Board for the company’s products and project portfolio from time to time. • Provides a proactive strategic recommendations and advice to the management and Board from time to time to ensure the company’s agility and leanness to seize the opportunity in the market and industry. Stakeholder management <ul style="list-style-type: none"> • Ensures and maintains strong relationship with the internal and external stakeholders that are crucial in achieving the company’s vision and activities. Operational management <ul style="list-style-type: none"> • Ensure that the division’s structure (section and operational centers) and operational policies are sound and able to deliver effectively on the strategic objectives defined by the company. • Maintain a positive work environment that facilitates collaboration and information sharing is conducive to attracting, retaining and motivating

	<p>diverse work talent ranging from the lowest field staff to the managerial staff in the division.</p> <ul style="list-style-type: none">• Enhance and ensure the growth of the zones and its product portfolio considering the technical and commercial viability of the products in consultation with corporate planning and strategy office of the company. <p>* Any other tasks assigned by the CEO and Board.</p>
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