

## ToR of Associate Analyst, Corporate Strategy Office

<b>Office</b>	Corporate Strategy Office (CSO)
<b>Function</b>	<ul style="list-style-type: none"> <li>• Act as a think tank for the company by assisting to undertake analytical studies to facilitate the management in taking strategic business decisions;</li> <li>• Assist in planning, monitor, evaluate and set targets for the company;</li> </ul>
<b>Reporting</b>	Senior Analyst (Head)
<b>Qualification</b>	Minimum of Bachelor's degree in relevant fields (Finance/Business/Economics/Commerce/Marketing/Communications/Public policy)
<b>Knowledge, Skills &amp; Abilities</b>	Research; Communication; Marketing; ICT; Business acumen; Leadership; Integrity & ethics; Multimedia and social media management; Media management; Coordination and facilitation.
<b>Location</b>	HO, Thimphu
<b>Responsibilities</b>	<p><b><u>Planning Function:</u></b></p> <ul style="list-style-type: none"> <li>• Assist in taking up business planning activities of the company and assist management in setting company's future development plans and directions including business diversification, investment and expansion programs;</li> <li>• Assist in developing corporate strategic plan to provide strategic directions to the company for achievement of its vision, mission and mandates;</li> <li>• Assist in providing valuable inputs, suggestions and constructive feedback to management and divisions on all areas within its mandate to ensure appropriate resource plans and development programs;</li> <li>• Act as the main intelligence and planning unit of the company and carry out the planning works of the company as deemed by the management/board;</li> <li>• Assist in preparing project proposal, implement, manage and monitor new projects and business undertaking.</li> </ul> <p><b><u>Business Intelligence and Development:</u></b></p> <ul style="list-style-type: none"> <li>• Assist in collecting proper business and market intelligence studies to guide the company in the right direction.</li> <li>• Assist in conducting studies for new business proposals with proper demand assessment;</li> <li>• Assist in exploring new business prospects and fields that fall under the ambit of NRDC's mandates, then make recommendations to management or the board for action;</li> <li>• Assist in preparing business proposals and project reports in relation to new business activities;</li> </ul> <p><b><u>Research Studies and Analytics:</u></b></p> <ul style="list-style-type: none"> <li>• Assist management in making choices based on research by leading and promoting a culture of research throughout the organization. Additionally, support management's innovation efforts by carrying out pertinent research and studies;</li> <li>• Assist in developing and carry out research projects on the extraction, processing, marketing, and utilization of natural resources, as well as the products related to them, and constantly strive to improve the products and services offered;</li> </ul>

- Assist in undertaking research and analysis vis-à-vis company's activities to provide a strong base for policy intervention and investment decisions;
- Assist management in creating standards to improve the organization's efficiency and operational quality as well as in examining windows of business opportunity for activity diversification and expansion for long-term sustainability.

**Compact and Performance Monitoring:**

- Be an intermediary for corporate level compact with DHI; and company and management level compact with Board and management;
- Provide technical assistance to management in monitoring and supporting the performance of various divisions, regions & branch offices in respect of their set/agreed performance standards and targets;
- Review, monitor and report the performance at various levels as per the compacts at least once a quarter, with half-yearly and annual reporting being the most comprehensive;
- Co-ordinate with relevant divisions and facilitate the conduct of performance review meetings at required intervals or as deemed by the management.

***\* Any other tasks assigned by the Head, CSO/Management.***