

## **ToR for General Manager, Khothakpa Gypsum Mine & Sales Office, S/Jongkhar**

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### **Background**

State Mining Corporation Limited (SMCL) was established in 2015 as a DHI owned company. Its primary mandate is to manage the State's mineral resources to generate revenues from export markets and supplies to local industries. It has its registered corporate office in Samtse.

SMCL is operating the Khothakpa Gypsum Mine from January 2019. The operation is currently managed by two offices, the Site Office at Khothakpa, Pemagatshel and the Sales and Logistic Office at SamdrupJonkghar. The company requires a General Manager to manage the operation of the two offices.

### **Overall Job Description**

The General Manager shall be responsible for the overall administration and management of both the site and sales offices. He/she shall lead the employees of the two offices as a team leader in implementing the programs and activities. His prime responsibility shall be to strategize, plan and implement programs and activities in a cost effective manner.

### **Specific Responsibilities**

- Guide, mentor and provide leadership support to the staff at all times.
- Support and facilitate effective implementation of plans and programs.
- Understand and communicate the company vision and mission, business goals and requirements for successful job performance.
- Have knowledge of company rules and manuals, and the relevant laws and rules of the Kingdom.
- Administer the budget allocated to the 'cost centre' using cost control mechanisms in an effective manner.
- Monitor and manage the operational cost at all times.
- Execute powers as per the powers delegated by the Board, Management, policies, rules and manuals of the company.
- Coordinate and schedule, with the Mines Manager, Khothakpa Gypsum Mines, the production as per the monthly sales plan.
- Prepare and submit time series production and sales information to corporate office from time to time.
- Actively involve in the preparation of strategies for marketing of gypsum and products.
- Build and maintain sustainable relationship of trust with the customers and clients through open and interactive communication.
- Explore for means of improving the existing customer services.

- Liaise and provide support services to Habrang&Tshophangma Coal Mines, Dzongthung Stone Quarry and other mines/quarries of the company in the region.
- Liaise with the stakeholder government agencies for clearances and approval of proposals.
- Handle complaints, provide appropriate solutions and alternatives within the time limit and follow up to ensure resolution.
- Research and develop information system for proper record keeping and efficient information dissemination.
- Carry out any other assignments as required by the management.

### **Education & Experience Criteria**

- He/she hold a bachelor's degree in any subject with 13 years of relevant work experience and should have served minimum of 4 years at Dy. GM/P2 level. A study period of 1.5 years shall be counted as a job experience.

### **Person Specifications & Attributes**

- Adaptability to corporate setting;
- Patience and be able to work under tremendous pressure;
- Excellent networking skills;
- Good analytical and numeracy skills;
- Excellent management skills;
- Good communication skills
- High Integrity/ethics; and
- Ability to meet the deadlines.

### **Core Competencies**

- Critical thinking & problem solving;
- Planning and organizing;
- Managing change;
- Teamwork;
- Communication skills;
- Leadership;
- Conflict management; and
- Commercial orientation.

### **Other requirements**

- SMC application form indicating clearly the post applied for;
- Curriculum Vitae (CV) clearly indicating requirements referred to above;

- 2 referrals/recommendation letters from non-family related referees and,
- Copies of (1) Degree Certificates, (2) Academic Transcripts, (3) Security Clearance Certificate (online screenshot), (4) Medical Fitness Certificate, and (5) Citizenship Identity Card

**Employment Type**

Contract for 3 years with possibility of renewal depending upon performance and need.

**Salary & Others Benefits**

- Gross monthly salary =Nu.71,282.00
- Basic Salary =Nu.52,333.00
- Contract allowance =30%
- Communication Allowance =Nu.750
- Fuel Allowance =Nu.2,500
- PBVP =20%
- Bonus as per PMS/HR rules of the company.

**Application dateline**

The application deadline is on or before 12<sup>th</sup> April 2019 before 5.00pm.

I, \_\_\_\_\_, hereby acknowledge receipt of the General Manager’s job description for Khothakpa Gypsum Mine & Sales Office, S/Jongkhar, State Mining Corporation Limited. It is my responsibility to review this job description and ensure that I am familiar with its contents and comply with all requirements, duties, rules and procedures.

*Note: The statements provided above are intended to describe the general nature and level of work that an employee shall perform and is not a complete list of responsibilities, duties, and skills required.*