

Terms of Reference

Chief Industries Officer, Invest Bhutan Division, Department of Industry

1. Position Overview

One of the mandates of the Department of Industry is to foster economic growth by promoting foreign direct investment (FDI) in the country. The Chief Industries Officer (CIO) of the Invest Bhutan Division under the Department of Industry is responsible for attracting, facilitating and supporting foreign investments in the country. The CIO is expected to lead the division in fulfilling its mandate by ensuring efficient operation and implementation of the investment strategies, creating conducive business environment, and fostering partnerships with key stakeholders.

2. Key Responsibilities

- ❖ Review and formulate plans, programs and strategies for promotion of FDI;
- ❖ Lead the development and execution of the division's strategic plan in line with FYPs and investment priorities;
- ❖ Implement policies, regulations, strategies, and initiatives to promote investment in the country across targeted sectors;
- ❖ Promote Bhutan as an attractive investment destination through investor targeting, investment roadshows, seminars, forums, and business delegation among others;
- ❖ Provide leadership and foster innovation to continuously improve the division's performance;
- ❖ Build relationships with investors, stakeholders and international investment promotion agencies, and facilitate and provide aftercare services for attraction and retention of FDIs;
- ❖ Ensure that the Division maintains a proactive and positive image to attract investment;
- ❖ Manage division activities including supervision of subordinates, financial planning, work planning, securing budget for implementation of activities, information management and provide technical support to the Head of the Department on FDI related matters;
- ❖ Develop and implement monitoring and evaluation mechanisms to assess the impact of investment promotion initiatives;
- ❖ Engage and collaborate with key stakeholders to advocate for policy reforms, regulatory changes to ensure a coherent approach to investment promotion and facilitation; and

- ❖ Monitor global trends and best practices in investment promotion and ensure the Division adopts innovative approaches.
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3. Minimum Qualification

Minimum of Bachelor's degree

4. Skills and Competencies

- ❖ Strong leadership, communication, and interpersonal skills.
 - ❖ Analytical and strategic thinking with a results-oriented approach.
 - ❖ Ability to manage change, resolve conflicts and work under minimal supervision and tight deadlines.
 - ❖ Strong financial and budget management skills.
 - ❖ Understanding of global and local investment trends and their implications on the economy.
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5. Reporting and Supervision

- ❖ Regularly report to the Director General, Department of Industry
- ❖ Ensure transparency in operations, accountability in decision-making, and adherence to the Division/Department's mission and values.
- ❖ Undertake other responsibilities as assigned by the Head of the Department.