

Terms of Reference

Post: Chief Executive Officer, Bhutan Broadcasting Service Corporation Limited (BBSCL)

The Chief Executive Officer is responsible for implementing BBSCL's mandate as a public service broadcaster. The CEO will strengthen and broaden the Corporation's position as Bhutan's preferred media for relevant and innovative content on television, radio, and digital platforms. The CEO reports to the Board of Directors.

Roles and Responsibilities

1. Formulate vision, strategy and roadmap to drive the Corporation as an integrated, multi-platform media entity.
2. Recommend long-term vision and strategy for the Corporation to the Board
3. Manage the Company in accordance with the strategy and performance targets, policies and directives approved by the Board
4. Drive organisational transformation and develop an optimal organisational structure that supports the change.
5. Provide creative and inspiring leadership, rallying staff around a single, integrated vision.
6. Create an environment that attracts talents from news and entertainment, through recruitment and partnerships, to collaborate and develop innovative and relevant content.
7. Engage audiences across all platforms.
8. Improve accessibility to BBSCL's services.
9. Develop comprehensive policies, guidelines and manuals relating to editorial matters.
10. Be responsible for quality control, complaints, personnel administration, ethics, and related subjects for BBSCL.
11. Develop sustainable and persuasive annual/multi-year operational plans for submission to the Board and to the Ministry of Finance for funding.
12. Develop new revenue streams to broaden revenue base beyond government grant.
13. Represent BBSCL in its relations with other entities.
14. Represent BBSCL as the official spokesperson and in national and international fora.
15. Ensure compliance with legal and regulatory obligations
16. Promote leadership development and proper succession planning for key positions in the Company
17. Ensure an effective, efficient and transparent systems of financial and risk management and internal control and an appropriate procurement system which is competitive, transparent and cost-effective
18. Bring to the notice of the Board or relevant Board Committee, the following:
 - i. any case of misuse of funds or property of the Company
 - ii. any potential case(s) of litigation, disputes etc...
 - iii. any potential case(s) of risks to the Company
19. Notify the Board on the expiry of the term of the directors
20. Other responsibilities as designated by the Board from time to time.
21. The CEO shall submit to the Board a report describing the activities of BBSCL for the next calendar year

Qualification & Experience

- Minimum qualifications of Bachelor's degree and preferably with Master's degree in Public Administration, Leadership or Equivalent degree in relevant field.
- At least ten years work experience, which should include a minimum of two years at leadership/management level or equivalent position.

Skills, knowledge and attributes required

- The impact of media on society as a whole;
- A good understanding of issues and trends in media/public media in Bhutan and internationally;
- Technologically aware of digital trends and transformation of heritage media to multi-platform entities;
- Change management experience;
- Excellent leadership skills;
- Excellent managerial and technical capabilities;
- Excellent analytical, problem solving and decision-making skills
- Strong strategic orientation and competence in translating the board strategic decision into well-thought-out actions;
- Strong negotiation and client management skills;
- Strong oral and written communication skills;
- Impeccable integrity and business ethics;
- Strong inter-personal skills and ability to develop and foster meaningful relationships with internal and external stakeholders;
- Ability to take calculated risks
- Ability to make firm decisions

Employment Type and Tenure

The CEO shall be recruited for contract term of three (3) years, which may be renewed based on performance and competition.

Salary & Others Benefits

- Basic pay: Nu.75,000 per month
- Contract Allowance: 30%-40% of the Basic pay (to be negotiated)
- Other entitlements and benefits as per the Ministry of Finance Pay revision notification and Service Rules and Regulations of BBSC.

Mandatory documents (required to submit along with application)

- Curriculum vitae (CV) indicating clearly the details of applicant and with names and details of two referees.
- Bachelor's Degree certificate and mark-sheet
- Master's Degree certificate and mark-sheet (if applicable)
- A valid document proof/evidence to show 10 years of work experience
- A valid Citizenship Identity Card
- A valid audit clearance certificate (for public servants such as civil service, corporations, NGOs, CSO, autonomous agencies etc.)
- A valid security clearance

Additionally, the following documents shall be produced by the candidate selected as CEO, prior to his/her appointment:

- Valid medical fitness certificate
- No objection certificate letter from the employer, if currently employed