

## **Terms of Reference (TOR) for Director**

### **1. Overview**

**Position Title:** Director

**Employer:** Bhutan Health Trust Fund (BHTF)

**Work place:** Thimphu; Bhutan

**Employment type:** Contract period of 3 years

**Report to:** Board of Director

### **2. Introduction**

The Bhutan Health Trust Fund (BHTF) was officially founded in 2000 as per the Royal Charter issued by His Majesty the Fourth King, Jigme Singye Wangchuck. This forward-thinking funding mechanism was established to support the financing of essential drugs and vaccines in Bhutan. The Royal Charter serves as the legal foundation and framework for the fund's establishment and governance. BHTF plays a pivotal role in maintaining and enhancing the delivery of free Primary Health Care services in Bhutan, highlighting the nation's unwavering commitment to the well-being and happiness of its people. The BHTF's primary function revolves around sustaining primary health care services by financing the procurement of essential drugs and vaccines. This financial support is generated through strategic investments, health contribution, and fund mobilization activities, ensuring a sustainable and robust healthcare system for the people of Bhutan.

### **3. Summary**

The Management Board seeks a highly qualified and dedicated Bhutanese individual to take on the role of Director. The Director will serve as the head of the Bhutan Health Trust Fund, providing strategic leadership and overall management to achieve the organization's mission and goals. The Director will be also responsible for overseeing all aspects of the organization's operations, including program development, fundraising, financial management, and stakeholder engagement

The primary duties of the Director are to:

1. Provide overall leadership and manage BHTF, overseeing both operational and administrative functions in alignment with the Board's guidance;
2. Facilitate transparent and efficient communication with the Board, ensuring the timely and accurate provision of all essential information required for informed decision-making and effective Board functioning;
3. Develop and implement strategic plans pertaining to investments and fundraising initiatives, with a focus on ensuring the long-term sustainability of the fund;
4. Cultivate and nurture relationships with diverse organizations, leveraging these connections strategically to advance and enhance BHTF's objectives.
5. Implementation of top-down directives, execution of the Board's recommendations, and the integration of bottom-up inputs and reporting.

#### **4. Specific duties and responsibilities:**

In addition to the primary duties, following are the specific duties and responsibilities of the Director:

##### **A. Governance and HR Management:**

1. Oversee the day-to-day operations of the Bhutan Health Trust Fund, including program management, finance, human resources, and administration;
2. Ensure effective communication and collaboration among different departments and teams within the organization;
3. Develop and refine systems and processes for effective and efficient management of BHTF, aligning with strategic and managerial directions set forth by the Board;
4. Oversee execution all approved plans, policies, and key performance targets as mandated by the Board;
5. Establish and maintain management systems conducive to a performance-driven culture, ultimately boosting productivity and efficiency within the organization;
6. Inspire and motivate employees, fostering enhanced performance through relevant skill development initiatives, and
7. Provide guidance to identify the primary risks affecting BHTF's functions, regularly reviewing these risks with the Board, and implementing appropriate measures to mitigate and manage them effectively.

##### **B. Fund Management:**

1. Submit annual financial budget, grant and resource projections for Board approval;
2. Manage and oversee the financial and fiduciary aspects of BHTF and ensure strict compliance to BHTF's Investment Policy Statement;
3. Submit periodic reports on investment performance, providing the Board with comprehensive insights;
4. Provide strategic guidance to execute resource mobilization activities to increase BHTF's capital base;
5. Provide guidance to ensure transparency and effective management of Program and Secretariat budgets on an overall basis;
6. Lead the development and implement fundraising strategies to secure financial support for the organization's programs and initiatives.
7. Cultivate relationships with donors, partners, and stakeholders to expand the organization's funding base.
8. Oversee the development and management of the organization's budget, prioritizing financial sustainability and accountability, and
9. Provide guidance to finance team to monitor financial performance and promptly address any emerging issues.

**C. Program Management:**

1. Oversee the program mandates, ensuring strict compliance to BHTF program management policies and guidelines by implementing effective monitoring mechanisms and
2. Provide guidance to formulate and execute a comprehensive five-year strategic plan that directs the fulfilment of BHTF's mandates defined by the Royal Charter and directives from the Board.

**D. Relationship Management:**

1. Maintain effective communications with key stakeholders to cultivate and sustain support for the fund and its ongoing operations;
2. Act as the representative of BHTF as needed, participating in significant national and international events, business meetings, and public forums to ensure the highest level of confidence among both public and private donors;
3. Oversee the development and implementation of effective media advocacy strategy to enhance BHTF's visibility;
4. Represent the Organization in diverse forums, engaging with government agencies, NGOs, and other stakeholders to promote and advance the organization's goals, and
5. Provide guidance to advocate for policies and practices that align with and contribute to the enhancement of healthcare in Bhutan.

**5. Qualification and Experience:**

- Minimum Master's degree from a recognized university in investment/finance/business management with a minimum of 15 years of work experience, with 5 years in managerial position.
- Good understanding of organizational management, strategic planning, and fundraising;
- Administrative experience in project management, planning, finance management, encompassing budget preparation, analysis, Oversight, decision-making, and reporting is desirable;
- Strong communication skills.

**6. Term of Employment:**

The Director shall be recruited on contract for three (3) years and shall be eligible for reappointment based on his/her performance.

## 7. Remuneration Package:

The salary and allowances of the Director shall be as follows:

Position Level	Pay Scale			Contract allowance (negotiable)
	Min	Annual Increment	Max	
Director	70,000/-	2500/-	85,000/-	Between 30-60% of minimum basic pay as per the experience

Other benefits as per the revised pay during the 33<sup>rd</sup> Meeting of the Management Board and came into effect from 1<sup>st</sup> November 2023 as follows;

1. Leave Travel Concession (LTC) Nu. 5,833/-
2. Leave Encashment (LE) Nu. 5,833/-
3. Lump sum Pay Revision (LSPR) Nu. 44,486/-

## 8. Mandatory documents to be submitted along with the application:

1. Expression of Interest Letter;
2. Curriculum vitae (CV) indicating clearly the details of the applicant;
3. Master's Degree and other higher Degree certificates and transcripts;
4. Valid documentary evidence (appointment and promotion orders) to prove 5 years of work experience in senior managerial positions;
5. Valid security clearance for employment;
6. Valid citizenship Identity Card, and
7. Valid audit clearance certificate (for public servants such as civil service, Corporations, NGOs, CSO, autonomous agencies etc.).

\*Non-submission of any of the above documents or partial submission may lead to rejection of the application. The Original Documents will have to be produced during the Selection Interview.