

## Terms of Reference for Deputy Manager, PMBD Division, STCBL

<b>Position Title:</b>	: Dy.Manager
<b>Grade</b>	:8
<b>Pay and Allowance</b>	<p>: Nu 24,820-620-43,420(Basic Pay)+20% Corporate Allowance on basic pay</p> <p>: Other Benefits: Other entitlements such as PBVA, Bonus are as per STCBL Service rules.</p>
<b>Reporting</b>	: Head, PMBD
<b>Qualification and Experience</b>	:BBA
<b>Duties and responsibilities and accountability</b>	<ul style="list-style-type: none"> <li>• Uphold values and practices of STCBL.</li> <li>• Gathering market data for new business proposals.</li> <li>• Gathering data and updating on latest market trend (Bhutan and abroad).</li> <li>• Assists in developing long-term strategy for company by reviewing CSP data.</li> <li>• Ensure new clients and long-term contracts.</li> <li>• Maintain good relationship with business counterparts.</li> <li>• Explore and propose potential business deals by contracting potential partners.</li> <li>• Screen potential business deals by analyzing market trends, deal requirements, and projected financials.</li> <li>• Assist in conducting cost benefit analysis of current businesses and proposed to management if found unfeasible.</li> <li>• Protects organization's value by keeping information confidential.</li> <li>• Carry out any activities directed by the Management for the unit.</li> </ul>