

PROFESSIONAL DEVELOPMENT CENTER, TSIRANG
JOB DESCRIPTION

Post Information

Post Title & Level : Program Director, P1/A

Place of Employment : Tsirang

Employment Type : Regular

RAA's Core Values : Integrity, Professionalism, Teamwork, Accountability, Transparency

Functions/Key Results expected

The Programme Director is responsible for the overall management of activities of the RAA's Professional Development Centre (PDC), Tsirang. He or She report and is accountable to the Deputy Auditor General, Department of Follow-Up, Regions and HR Management (DFRHRM) for the operational aspects and seek directions and guidance of RAA's Executive Committee on policy and strategic issues.

In order to fulfill his/her oversight responsibilities in respect of resources and staff of the PDC, he/she is assisted by three sections namely:

1. Training Coordination and Facilitation Service;
2. Training Research and Development Service, and
3. Secretarial Service

ROLES AND RESPONSIBILITIES OF THE PROGRAM DIRECTOR

- Assume responsibilities for operational activities of the PDC related to risk based work planning, making optimum use of resources, expertise and experience, and overseeing successful discharge of functions by respective three sections;
- Oversee and strengthen the day to day internal management of PDC and ensuring **multitask** approach to operation of Center, identifying strategic opportunities, potential synergies, and cost saving opportunities to ensure optimum utilization of resources and achieve value for money;
- Oversee and coordinate the work of three Sections and RAA Head Office, preparation of reports to RAA's Executive Committee, and other relevant Committees;
- Lead and manage initiatives for ensuring that PDC operates as an innovative, dynamic, diverse and high performing center that respects **Lay Jumdre dang Thadamtsi**, diversity, loyalty, and has a strong focus on results;

- Responsible and accountable for setting and advancing the PDC's strategic planning, publication of documents, budget planning, and resource mobilization;
- Assist the RAA HO in fostering relations with peer SAIs, international/regional bodies and other stakeholders on capacity development programmes;
- Review new capacity building programmes to embrace the latest developments and create a dynamic and forward looking research environment to remain relevant;
- Ensure effective systems of delegation of authority and responsibilities within the PDC and overseeing internal office wide risk management initiatives;
- Oversee demand driven as well customized short-term training programs for sustainability of the PDC;
- Promote and represent the PDC both in country and ex-country, where relevant and appropriate; and
- Carry out any other assignments, as entrusted by the Auditor General of Bhutan.

Professional Competencies

Professionalism: Expert knowledge and ability to serve with competence, efficiency, timeliness and truthfulness; proven ability to lead and oversee works on management issues; ability to guide the work of others. Substantive knowledge of governance, risk management and internal control systems and related issues.

Planning and Organizing: Proven ability to plan and organize works, requiring an in-depth understanding of its strategic direction and ability to effectively oversee the integration of the work of the Divisions/ Sections of Center and the coordination of Center activities with those of other stakeholders to minimize duplication and optimize coverage and relevancy.

Accountability: Takes ownership of all responsibilities and honour commitments; deliver outputs for which he/she has responsibility within prescribed time, cost and quality standards; operates in compliance with RAA's regulations and rules; supports subordinates, provide oversight and takes responsibility of delegated assignments; takes personal responsibility for his/her own shortcomings and those of the sections, where applicable

Communication: Excellent communication skills, both oral and written; ability to defend and explain difficult issues with respect to key decisions and positions to staff, senior officials, committees and members of other academic and regional and international bodies; proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and beneficial. Ability to maintain effective relationships and work in close harmony with other oversight offices, outside collaborators, including both national and international.

Teamwork : Excellent interpersonal skills; demonstrated ability to work in a multicultural, multi-ethnic and environment and to maintain effective working relations with people of different national and cultural backgrounds, including diverse gender identity and disabilities. Proven ability to lead and gain assistance of others in a team endeavor and spirit.

Managerial Competencies

Decision making: Strong, reliable and mature judgment and decision making skills with the ability to make difficult decisions under pressure; identifies the key issues in a complex situation and act on the problems quickly; checks assumptions against facts. Resists undue pressure in decision –making; does not abuse power or authority; takes prompt actions in cases of unprofessional or unethical conduct and behavior.

Leadership: Proven leadership skills and demonstrated ability to manage and coordinate review of curriculum materials and delivery of courses embracing latest methodologies. Proven record of building, managing and working in teams and creating an enabling work environment, including the ability to effectively lead, supervise, mentor, develop and evaluate staff and design training/skills enhancement initiatives to ensure effective transfer of knowledge and skills. Demonstrated flexibility in leadership by performing and /or overseeing the management of complex oversight issues; empowering others to translate visions into results and create an enabling environment; anticipating and resolving conflicts by pursuing mutually agreeable solutions; and continuously driving for change and improvements.

Building trust: Reputation for dealing honestly and openly with issues and staff; recognized and highly respected by peers, clients and staff.

Vision: Ability to identify key strategies issues, opportunities and risks; clearly communicate links between the Center’s strategy and the overall mandates of RAA. Ability to establish and identify and communicate a board and compelling direction for the Center.

Managing Performance: Ability to make timely decisions, establish priorities and coach, mentor, motivate and develop staff and encourage good performance; delegates responsibility; clarifies expectations and give staff flexibility in important areas of their work; encourages others to set challenging goals; holds others accountable for achieving results related to their area of responsibility

Recruitment Qualifications

Education/Qualification	<ul style="list-style-type: none"> University degree (Minimum of Bachelors)
Experience	<ul style="list-style-type: none"> Minimum of 15 years of active service; At least 3 years of executive level management/ leadership; Program/Training/research management
Language Requirements	<ul style="list-style-type: none"> Fluency in oral and written English and Dzongkha is required. Knowledge of other local language/dialect is an advantage

Other desirable knowledge and skills	<ul style="list-style-type: none">• Knowledge of RAA policies, procedures and operations. Other related professional certifications and qualification is an advantage
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Applicants should submit the curriculum vitae including contact information to HRIRD at hirird@bhutanaudit.gov.bt by **09 August 2018**.