

Drukair Corporation Limited
Vacancy Announcement

Position	Qualification & Experience	Contract Tenure	Salary & Benefits
General Manager-Finance and Corporate Services Division	1. Chartered Accountants/ Certified Public Accountant/ MBA Finance (with degree in B.COM/BBA/BBM). 2. Minimum of 10 years' work experience in Finance/accounts excluding study period.	Contract period of three years, and renewable on mutual basis.	1. Minimum Nu. 51,640-1,290-70,990 per month to be negotiated depending on experience. 2. Contract Allowance 65% of Basic Pay 3. Fixed Allowance 60% of minimum basic pay scale. 4. Additional benefits as per the Service Manual. 5. Eligible for Company PBVP, if any.

Drukair Corporation Limited would like to announce the vacancy for the post of the General Manager-Finance and Corporate Services Division. Interested candidates who meet the required eligibility criteria are invited to submit their application (application should include details of qualifications, experience, email and telephone/mobile number) to Manager-HR and Administration, Drukair Corporation Limited, Paro on or before **25 August 2025** before close of office at 17:00 hours.

Copy of Documents required to be submitted along with application: -

1. Resume
2. Academic Transcripts (Chartered Accountants/Certified Public Accountant/MBA Finance (with degree in B.COM/BBA/BBM)).
3. Citizenship Identity Card
4. Valid Security Clearance
5. Medical Certificate

Application and copies of documents submitted by the applicants will be retained by Drukair and not returned under any circumstances. Shortlisted candidates will be required to produce the original documents during the interview for verification. Only shortlisted candidates will be contacted for interview.

Please see Drukair website www.drukair.com.bt for TOR.

The management reserves the right to cancel the recruitment process if there are no competent applicants.

TERMS OF REFERENCE

Position : General Manager-Finance and Corporate Services Division

- I. Salary :**
1. Minimum Nu. 51,640-1,290-70,990 per month to be negotiated depending on experience, Contract Allowance 65% of Basic Pay and Fixed Allowance 60% of minimum basic pay scale.
 2. Additional benefits as per the Service Manual.
 3. Eligible for Company PBVP, if any.
 4. Contract period of 3 years, and renewable on mutual basis.

II. KNOWLEDGE AND QUALITIES

1. Chartered Accountants/Certified Public Accountant/MBA Finance (with degree in B.COM/BBA/BBM).
2. Minimum of 10 years work experience excluding study period.
3. Good working knowledge of corporate finance, financial applications and software.
4. Ability to effectively collate, analyze, and present financial data.
5. Person with high integrity, proven service record, good communication, interpersonal and team skills.
6. Experience or knowledge of service industry management/operations would be considered.

III. DUTIES & RESPONSIBILITIES OF THE GENERAL MANAGER-FINANCE AND CORPORATE SERVICES DIVISION:

A. Work under Chief Executive Officer (CEO) and the Board of Directors to develop and manage the Company's financial reporting systems to ensure that:

1. Finance and Accounts:

- Ensure accurate financial reporting and maintenance of proper books of accounts in compliance with relevant accounting standards.
- Prepare consolidated financial statements and ensure all business transactions are properly authorized.
- Develop and monitor internal control systems, ensuring transparency and accountability.
- Lead the annual budgeting process and strategic financial planning.
- Supervise fund management, investment planning, credit and inventory control
- Design and monitor financial performance benchmarks, financial risk management policies, and cost optimization strategies.
- Liaise with auditors (internal and external) and resolve all audit-related observations.
- Provide financial advisory support to the CEO and business units.
- Raise capital for strategic asset acquisitions, manage cash flows.

2. Human Resource & Administration

- Lead HR strategic planning aligned with the Corporation's objectives and regulatory framework,
- Oversee implementation of HR policies, performance management systems, and employee welfare program,
- Ensure compliance with labour laws, service rules, and DHI directives
- Plan workforce needs, talent acquisition, and succession planning
- Supervise payroll, leave, grievance redressal, training, and capacity building initiatives
- Foster a culture of professionalism, collaboration, and continuous improvement
- Oversee general administrative services, transport, security, and facilities management.

3. Procurement & Contract Management

- Develop and enforce transparent and accountable procurement systems and policies

- Oversee all procurement planning, bidding, contracting, and supplier management
- Ensure procurement practices comply with internal guidelines, Group Procurement Manual and Guidelines, and applicable standards
- Manage contract negotiations, delivery timelines, payment milestones, and dispute resolutions
- Conduct market analysis to improve cost-effectiveness, quality, and vendor diversity
- Promote ethical procurement practices and introduce digital/e-procurement solutions where feasible

4. Information Technology

- Overseeing the development and effective implementation of the technology strategy, ensuring alignment to the company's strategic ambitions.
- Responsible to assure that the company's approach to IT governance, planning, investment prioritization, administration and risk management are robust, realistic, and reflect best practice.
- Ensure that the company implement appropriate IT policies, strategies and delivery approaches.
- Research and recommend on the IT solution selection, technology deployment, IT risk management, communication and change management.
- Responsible in implementations of major IT projects.
- Provide advice and insight on the identification and appropriate adoption of innovation in the technology environment.
- Oversight of the IT operating model including the effectiveness and efficiency of the IT operations of the company (including cyber security and data governance).

IV. Nature of Duties

- Managing finance and accounts and internal control systems
- Strategic planning, policy formulation, and implementation across all functional areas
- Working on complex issues with limited precedents, requiring sound judgement
- Interdepartmental coordination and cross-functional leadership
- Preparation and presentation of reports to CEO and Board as required
- Travel to domestic sites, stakeholder offices, and partner agencies as required

- Effective leadership and performance management of staff under the Division

V. Additional Expectations

- Maintain confidentiality and uphold corporate governance standards
- Innovate to improve efficiency, cost-effectiveness, and service delivery
- Participate in strategic decision-making and long-term organizational planning
- Carry out any other responsibilities assigned by the CEO or Board

NOTE: -

Short-listed candidates will be required to make a presentation on financial overview of the Drukair Corporation during the interview.