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Bhutan Livestock Development Corporation Limited
Corporate Head Office
Thimphu: Bhutan
"Inspiring the growth of livestock entrepreneurs"



Annexure I: Terms of Reference for Secondment Positions at BLDCL

1. Position: Corporate Affairs Officer

Reporting to: Chief Executive Officer (CEO)

Duty Station: Head Office, BLPL

Salary: Basic: Nu. 33,820/-

35% of the contract allowance: $33,820 \times 0.35$: Nu. 11,837/-

Fixed Allowance: Nu. 17,245/-

LTC: 1,250/-

Local conveyance allowance: Nu. 1,500/-

Gross Pay: Nu. 65,652/-

Key Responsibilities:

- Ensure compliance with all applicable laws, regulations, and guidelines under the Companies Act of Bhutan, 2016 and other relevant statutes.
- Organize and facilitate Board Meetings, Annual General Meetings, and Committee Meetings; prepare and maintain minutes and resolutions.
- Advise the Board and Management on matters of governance, ethics, and regulatory compliance.
- Liaise with statutory bodies such as the Royal Audit Authority, Office of the Registrar of Companies, Anti-Corruption Commission, Ministry of Agriculture and Livestock and the Ministry of Finance.
- Maintain company records and oversee corporate filings and documentation.
- Support development and review of internal policies and procedures in line with good governance practices.

Qualifications & Skills:

- Bachelor's degree in Law, Business Administration, or relevant field (LLB preferred).
- At least 3 years of relevant experience in corporate governance or legal compliance.
- Strong understanding of the Companies Act of Bhutan.
- Excellent communication and drafting skills.