



Corporate Office: Post Box No.329, Thimphu, Bhutan

 www.rb.bt Wangchutaba:-+975-2-351078/351268 & Lingmethang:-+975-4-744163 royalbhutan@rb.bt



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- Perform any other duties and responsibilities assigned by the Assistant Manager (FSD), Plant Head, or Management from time to time.



འབྲུག་སྐྱམ་ཐོན་སྐྱེད་བཅོ་ལྷན་ཁང་འཛིན། Bhutan Agro Industries Limited

Factory Locations: Wangchutaba, Thimphu & Lingmethang, Mongar
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4. Qualifications & Experience

- Minimum **Qualification:** Diploma in Agriculture.
- Minimum **2 years of relevant experience** in agricultural extension, contract farming, crop production, or raw material procurement is preferred.
- Fresh graduates with relevant qualifications may also be considered.

5. Skills & Competencies

- Sound knowledge of crop production, Good Agricultural Practices (GAP), pest and disease management, and post-harvest handling.
- Knowledge of contract farming systems and agricultural value chains.
- Good understanding of raw material quality standards and procurement procedures.
- Strong interpersonal, communication, and farmer relationship management skills.
- Ability to organize farmer training, demonstrations, and awareness programmes.
- Good analytical, reporting, and record management skills.
- Proficiency in Microsoft Office (Word, Excel, and PowerPoint).
- Ability to work independently and travel extensively to field locations.
- Strong problem-solving, negotiation, and coordination skills.
- High level of integrity, professionalism, teamwork, and commitment to achieving organizational goals.

6. Remuneration & Benefits:

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|----------------------------|--|
| • Basic Pay | : 17,605/- (Pay Scale: 17605-440-26405). |
| • Fixed Allowance 65% | : 11,443.25/- |
| • HRA | : 3,521/- |
| • LTC | : 17,605/- annually |
| • Encashment | : 17,605/- annually |
| • PF | : 15% from the company |
| • Bonus (2 months' salary) | : based on performance |
| • PBVP-10% | : based on performance |



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Bhutan Agro Industries Limited

Terms of Reference (ToR)

Driver-V

1. Position Details

- **Position Title** : Driver-V
- **Level/Grade** : O7/Gr-XVII
- **Duty Station** : Wangchutaba Plant, Thimphu
- **Reports to** : Dy, General Manager, Production
- **Employment Type** : Regular

2. Job Purpose

To provide safe, reliable, and punctual transportation services for company employees by picking up and dropping off staff according to their respective work shifts and designated routes. The position is responsible for ensuring the bus is roadworthy, clean, and properly maintained; complying with traffic rules and company transportation procedures; and maintaining discipline, courtesy, and professionalism while ensuring the safety and comfort of all passengers. The driver shall also assist with other transportation duties assigned by the Management, as and when required.

3. Key Responsibilities

- Drive the company bus safely, punctually, and efficiently to pick up and drop off employees according to their respective work shifts and designated routes.
- Ensure the bus is always clean, well-maintained, and presentable both interior and exterior.
- Perform routine daily checks on fuel, oil, water, tire pressure, lights, and other essentials before each trip.
- Record all trips, fuel usage, and maintenance activities in the vehicle logbook accurately.
- Ensure that the bus is serviced regularly and report any faults or mechanical issues immediately.
- Maintain up-to-date vehicle documents (insurance, registration, emission test, etc.) and ensure timely renewal.
- Coordinate with the Sr. Manager (Admin & HR) for fuel requisitions, maintenance schedules, and route arrangements.
- Ensure the safety and comfort of passengers and comply with all traffic rules and regulations.
- Display a high degree of discipline, courtesy, and professionalism while performing driving duties.
- Support other official driving requirements within the organization when instructed by the Sr. Manager (Admin & HR).
- Perform any other duties as may be assigned by the Management from time to time.

4. Qualifications & Experience

- Minimum Qualification: Class VIII passed.
- License Requirement: Valid Driving License for Light, Medium and Bus vehicle.
- Minimum of 3 years of professional driving experience with a clean driving record.
- Basic knowledge of vehicle maintenance and road safety regulations.



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