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## BHUTAN TELECOM LIMITED

BTL/HRM/01/2019

Dated: 24/06/2019

### Annex – 1

#### **Terms of Reference for Directors of Departments**

The Directors shall report to the Chief Executive Officer and be responsible for development, design, operation and improvement of the systems that create and deliver BT's products and services. He/she must ensure that the business operations are effective and efficient and that resources are properly managed.

#### **TOR for Director, Business Department**

**The Director, Business Department shall have the following functions:**

##### **Marketing**

- Manage existing markets and to create new ones by developing strategies and new products and services
- Conduct sales promotions and campaigns and manage channel partners
- Responsible for all corporate communications to establish and maintain goodwill with key stakeholders and defined target audiences
- Monitor performance in Marketing and report to CEO/Board

##### **Financial**

- Responsible for all corporate finance and accounts functions
- Ensure that all BT's properties, both moveable and immovable are accounted and maintained
- Provide strategic financial advice and services to the Management and Board

##### **Corporate Services**

- Responsible for all corporate support functions in human resources, procurement and general administration
- Manage and enhance BT's human resources, both qualitative and quantitative, by planning, implementing and evaluating HR policies, programs and practices
- Support BT's operations by planning, organizing and implementing administrative systems and processes



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- Plan, organize and manage the procurement functions