



Position Title: Regional Secretary

Duties and responsibilities

- Supervise and ensure, effective and efficient functioning of the regional office.
- Conduct frequent consultation meetings with Business Representatives & other stakeholders concerning business issues, plans & programs in the region.
- Prepare Annual Work Plan (AWP) including Individual Work Plan (IWP) of the staffs in the region.
- Ensure to implement regional plans & programs.
- Represent in various meetings, workshops, seminars and consultations at the regional, National and international levels as deemed befitting.
- Coordinate, participate and facilitate seminar/conference/business linkages/ meetings.
- Ensure to provide business information to the members and stakeholders.
- Guide and advice on the business idea generation, business proposals, start up, fund sourcing, business revival and other procedural requirements for establishing a business.
- Prepare resource inventory of business opportunities, project proposal, sensitize & liaising with relevant funding & technical assistance agencies in close consultation with the departments in head office as deemed relevant and appropriate.
- Assist in conduct of business service need assessment endeavor of the head office.
- Assist head office in development of HR survey training need assessment for skills development of private sector entrepreneurs.
- Evaluate and Monitor in- country training programs and provide feedback for post programs and its impacts.
- Facilitate, coordinate and conduct of trade fairs/exhibitions.
- Enhance and promote BCCI membership base registration in the region.
- Deal with trans-boundary authorities as and when directed by the head office.
- Ensure timely collection of BCCI Membership Fee.
- Ensure proper management of business database in region.
- Any other task assigned by the head office.

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