

**GERAB NYED-YON LTD**  
**ToR for Senior Analyst – Corporate Services Division**

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**1. Introduction**

Gerab Nyed-Yon (GNY) is an autonomous entity holding and managing the assets and investments of the Zhung Dratshang. It ensures adequate support to the Zhung Drashang for the conduct of spiritual responsibilities towards preservation and promotion of Buddhism, the Kingdom's spiritual heritage.

**2. Overall Job Description**

Senior Analyst shall be responsible for leading and providing all corporate support services that rest the GNY Board, Management, and rest of GNY Divisions and Sections will need.

He/she shall work under the direct supervision of the Chief Executive Officer and serve as primary focal point to all other functional units on HR, Finance & Accounts, IT and general administrative matters.

**3. Specific Responsibilities**

The Senior Analyst, as the Head of the Division, shall specifically be responsible for the following:

- Advise the Board and the management on all HR related matters (recruitment, performance, transfers, promotions, travel, safety and benefits) as per the approved policies, guidelines and relevant laws, and implementing them on the ground;
- Review HR policies and practices across GNY and its portfolio;
- Lead the implementation of High Potential (HiPo) program and implementing the succession plans for GNY;
- Institute performance management systems to ensure efficiency and effectiveness of the services provided by various functional units;
- Ensure that accounts are prepared as per the approved policies & guidelines of GNY and the relevant laws and policies;

- Ensure that monthly reporting of accounts and performances are made to the Management and quarterly performance review and reporting are done to the Board;
- Ensure that all required IT systems, policies, and networks are provided adequately in the GNY offices and project sites, while at the same time also ensuring proper optimization;
- Keeping the management informed on all matters, including accurate information and sharing of all relevant documents/papers on a timely manner;
- Supervise that the day-to-day functions of Finance & Accounts, HRA, Procurement and IT units and ensure that their services are carried out efficiently;
- Providing financial reports, statistics, forecasts and other necessary data to the management and other business heads;
- Overseeing procurement functions;
- Managing the investment of short-term funds of GNY;
- Perform such other assignments, as required by the management.

#### **4. Education & Experience Criteria**

He/she must/should have:

- Minimum of Bachelor's degree in business and finance with a minimum of 5 years of relevant work experience in the managerial position.
- Required knowledge, skills or experience in Business, Finance, ICT, HR & Administration, and organizational development.

#### **5. Person Specifications & Attributes**

Additionally, he/she must have:

- Advanced management/planning ability;
- Good analytical and numeracy skills;
- Good written and presentation skills;
- Good negotiation and client management skills; and

- Integrity/ethics, and the ability to meet the deadlines.

## **6. Other requirements**

- Curriculum Vitae (CV) clearly indicating requirements referred to above;
- Two referrals/recommendation letters from non-family related referees; and copies of:
  1. Degree Certificates,
  2. Academic Transcripts,
  3. Security Clearance Certificate,
  4. Medical Fitness Certificate,
  5. Citizenship Identity Card, and
  6. No Objection Certificate (if employed, at the time of joining).

## **7. Employment Type**

Three years initial contract (extendable based on individual performance and requirement of the Company).

## **8. Salary & Others Benefits**

Salary and benefits shall be fixed within the existing GNY pay scales and in line with the GNY Service Rules.