

TERMS OF REFERENCE

POSITION TITLE: EXECUTIVE ASSISTANCE TO THE CEO

Location: Head Office, Thimphu

Type of Employment: Contract

Grade: P5

Salary Range: 27,871.00

Contract Allowance: 30%

Application Deadline: 8th September, 2026

Qualification Required: Bachelor's Degree in Business Administration, Management, BA English or a related field.

- **Position Overview:**

The Executive Assistance to the CEO plays a crucial role in providing high-level administrative support to the Chief Executive Officer (CEO). This position demands a combination of organizational skills, discretion, and efficiency to ensure the smooth functioning of the CEO's office and enable the CEO to focus on strategic priorities.

- **Responsibilities:**

- a. Manage the CEO's schedule, including arranging meetings, appointments, and travel itineraries.
- b. Act as the primary point of contact between the CEO and internal/external stakeholders, including board members, clients, and partners.
- c. Screen and prioritize incoming communications (emails, calls, and letters) for the CEO, ensuring timely responses or appropriate delegation.
- d. Prepare documents, presentations, and reports on behalf of the CEO, ensuring accuracy and adherence to deadlines.
- e. Conduct research and compile information as required by the CEO for decision-making purposes.
- f. Manage the CEO's office operations, including maintaining office supplies, coordinating IT support, and handling confidential documents with discretion.
- g. Anticipate the needs of the CEO and proactively address any administrative challenges or opportunities.

h. Provide administrative support for special projects or initiatives as assigned by the CEO.

- **Qualifications:**

a. Bachelor's degree in business administration, management, BA in English or a related field.

b. Exceptional organizational and time-management skills, with the ability to prioritize tasks effectively.

c. Excellent communication skills, both written and verbal, with a professional and courteous demeanor.

d. Strong proficiency in office productivity tools such as Microsoft Office suite (Word, Excel, and PowerPoint)

e. Discretion and confidentiality when handling sensitive information.

f. Ability to work independently with minimal supervision and thrive in a fast-paced environment.

g. Flexibility to adapt to changing priorities and willingness to take on new challenges as they arise.

- **Reporting:**

The Executive Assistance to the CEO will report directly to the Chief Executive Officer.

- **Duration and Probation:**

The position will be on contract term for 3 years and subject to a probationary period of 6 months, during which performance will be evaluated against the outlined responsibilities.

- **Performance Evaluation:**

Performance will be assessed based on adherence to duties, effectiveness in supporting the CEO, quality of communication and collaboration with stakeholders, and overall contribution to the efficiency of the CEO's office.

- **Amendment and Termination:**

These Terms of Reference are subject to review and amendment as necessary. The agreement may be terminated by either party with prior notice as per the terms outlined in the employment contract/Appointment Letter.