

**ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION  
JOB DESCRIPTION FORM**

1. JOB IDENTIFICATION:

1.1 Position Title: **Asst. Dzongkhag Edn. Officer**

1.2 Major Group: **Education & Training Services**

1.3 Sub-Group: **Education Support Services**

1.4 Job Code No.: **04.310.07**

1.5 Job Location (*Complete as appropriate*):

Ministry: **Education** \_\_\_\_\_; Department: **School Education**  
\_\_\_\_\_; Division: \_\_\_\_\_; Section: \_\_\_\_\_; Unit:

1.6 Title of First Level Supervisor (*Official title of the Supervisor*): DEO

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2. PURPOSE, DUTIES AND RESPONSIBILITIES (*Describe the main duties and responsibilities, indicating what is done and how it is done. Duties should be presented in decreasing order of relative importance*):

**PURPOSE:** [insert a brief statement that reflects the ‘spirit’ or intent of this position. If possible, try and link this to the organization’s vision and mission statements]

This position would help the District Education Officer to implement the education plans and programs in the Dzongkhag effectively and to achieve quality education.

Duties and Responsibilities	% of time
<ul style="list-style-type: none"> <li>• Assist the DEO: <ul style="list-style-type: none"> <li>○ in the development of education plans and programs of the Dzongkhag.</li> <li>○ Plan human resource and teacher/staff deployment in the Dzongkhag;</li> <li>○ Placement of students in the dzongkhag class VII, IX and XI.</li> <li>○ To coordinate both national and intra-Dzongkhag Educational programmes for the promotion of Wholesome Education;</li> <li>○ Organize INSET programmes in the Dzongkhag.</li> <li>○ Prepare annual budget for the dzongkhag education sector;</li> <li>○ Coordinating execution of budget utilization and proper accounting;</li> </ul> </li> </ul>	50
<ul style="list-style-type: none"> <li>• Monitor and evaluate academic performance of the school and check if the schools are complying with the plans and policies of the Ministry of Education.</li> <li>▪ Carryout constant tour, provide professional supervision, guidance and support to the teachers in the area of: <ul style="list-style-type: none"> <li>• School Curriculum;</li> <li>• Teaching plans and executions;</li> <li>• Preparation Teaching materials;</li> <li>• Assessment and examination;</li> <li>• Classroom organization; and</li> <li>• Recording.</li> </ul> </li> <li>▪ Provide support and guidance in the schools financial management system in line with the financial norms.</li> <li>▪ Coordinate supply of textbooks, stationery and equipment to all schools.</li> <li>▪ Officiate DEO in his/her absence.</li> </ul>	25  15      10

3. **KNOWLEDGE AND SKILLS REQUIREMENTS** (*Minimum requirement for performance of work described– Level of Education, Knowledge, Skill and Ability*):

**3.1 Education**

Bachelors Degree.

**3.2 Training**

Training in relevant teachers training courses and Management.

**3.3 Length and type of practical experience**

Minimum of 4 years of relevant experience or equivalent experience.

### **3.4 Knowledge of language(s) and other specialized requirements**

Should have proficiency in both English and Dzongkha languages.

#### **4. COMPLEXITY OF WORK** (*Describe the intricacy of tasks, steps, processes or methods involved in work, difficulty and originality involved in work*):

The Assistant DEO will work most of the time under the instruction received from the DEO but would have to officiate the DEO and execute his/her responsibility in DEO's absence. He/she would also be required to visit and monitor schools in the Dzongkhags and provide necessary direction and support. As ADEO should be able to resolve conflicts and personnel problems in the school.

#### **5. SCOPE AND EFFECT OF WORK** (*Describe the breadth of work performance and the effect the work has on the work of others or on the functions of the organization*):

This post will enable the DEO to contemplate more on policy matters and interaction with other agencies while the Assistant DEO will fully support the process and the system in the following manner:

- Assist DEO and enhance educational activities in the Dzongkhag;
- Implement Government policies;
- Provide directions and supervise teachers and students;
- Formulate plans and programs for the Dzongkhag Education programs; and
- Keep the Education Department and Dzongkhag informed about what is happening in the Dzongkhag.

The work will result in getting quick and timely support and guidance to the schools. This would directly boost the proficiency of the school management and thereby bringing about expected changes in fulfilling the broad national goals. The DEO having to look after the whole management would be a very daunting task but the position of Assistant DEO will have high impact in the input and out put of education services from the Dzongkhag Headquarters.

#### **6. INSTRUCTION AND GUIDELINES AVAILABLE**

##### **6.1 Instructions:** (*Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated*):

ADEOs will be given full autonomy in executing the responsibilities vested upon them. The work will be assigned to them through directives/instructions requiring them to exercise their full judgment and creativity in translating and implementing the broad directives into meaningful services.

Their impact would be measured by their effectiveness in the promotion of quality education and the support received by the DEOs at the Dzongkhag.

##### **6.2 Guidelines:** (*Indicate what written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines*):

The Assistant DEO would have instructions and guidelines from the DEO and Dasho Dzongdag.

The written guidelines available would be:

- Syllabus and Manual Books
- Education Policy and Guideline Instruction (EPGI)
- Annual Education Conference Resolutions
- Curriculum and Professional Support Division (CAPSD) Newsletter.

7. **WORK RELATIONSHIP:** *(Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organisation other than contacts with superiors):*

The nature of the work of this position will require close interaction and cooperation with stakeholders e.g.

- Parents and the community on school development plan quite regularly.
- Extension agencies at the geog level and sector heads at the Dzongkhag level (e.g. DAO, DAHO, DHSO, District Engineer, Finance Officer, Planning Officer, Dasho Dzongdag) and other school heads while implementing the Dzongkhag Education plans and programs;
- Private firms for supply of office equipment/furniture and books;
- Contractors for supervision of constructions and maintenance;
- Government guests, visitors form within and outside the country.

8. **SUPERVISION OVER OTHERS** *(Describe responsibility this position has for supervision of other employees, including the nature of supervisory responsibilities and categories and number of subordinates, both directly and indirectly supervised):*

The Assistant DEO has the responsibility to supervise, monitor, review and evaluate the performance of the head teachers and teachers in the schools. ADEO would also need to supervise and monitor construction, maintenance, renovation and developmental work in the school.

9. **JOB ENVIRONMENT** *(Describe physical demands required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts like exposure to hazards such as exposure to chemicals, infections, radiation, extreme weather and other hostile working conditions):*

The Assistant DEO's has to travel frequently to monitor schools and provide necessary support. His/her work while working at the office would be mentally tiring in having to attend to head teachers, teachers, gups, chimis, parents and people from other agencies for discussion of matters relating to educational programmes and personal problems.