

Job Description for Chief Program Officer, Controlled Substances and Medical Device Division

Position Title: Chief Program Officer (CPO)

Organization: Bhutan Food and Drug Authority, Ministry of Health

Division: Controlled Substances and Medical Device Division (CSMDD)

Based on the recommendations of the ministry 8th HRC held on 15-April-2025 and discussion held with BFDA Management, the qualification requirements for the CPO, CSMDD has been revised as follows:

Qualifications :

- Minimum bachelor's degree in relevant fields (Pharmacy, Chemistry, Bio-Medical Science, Public health and Vet. Science)
- Preferably having undergone leadership development programs as per BCSR 2023.

Language Proficiency:

- Dzongkha and English

Key Behaviour Attributes

1. **Integrity and Dedication** – Consistently demonstrate honesty, sincerity, and a strong work ethic in all professional endeavors.
2. **Exceptional Communication** – Possess excellent written and verbal communication skills, with a strong emphasis on clarity and precision in written expression.
3. **People-Oriented Leadership** – Highly skilled in building and maintaining interpersonal relationships, with the ability to effectively engage, motivate, and collaborate with diverse stakeholders.
4. **Team-Oriented Collaboration** – A committed team player who champions collaboration across cross-functional teams. Adept at bridging gaps between various technical disciplines to align efforts with the agency's vision and line of sight for collective success.

The Chief program officer will provide strategic leadership, ensuring effective program design, implementation and impact in the division. This role requires a highly ethical, result driven leader with exceptional communication to manage stakeholders, diverse team and complex initiatives.

The CPO must embody and champion the agency's core values, ensuring all strategic decisions, program initiatives and team interaction reflect the Agency mission and principles.