



འཛིགས་མེད་དབང་ཕྱག་སྒྲིག་མེ་སྟོང་བརྟན་སྤེལ་ཁང་།
ལས་མེ་འཆར་གཞི་དང་རིག་ཆལ་གོང་འཕེལ་ལས་ཁུངས།

Jigme Wangchuck Power Training Institute

Department of Workforce Planning and Skills Development
Ministry of Education and Skills Development
Dekiling:Sarpang



Terms of Reference of the Head of the Department

To be successful as a department head, you should have an influential personality and stellar leadership qualities. Outstanding department heads are able to identify issues and develop innovative solutions.

Roles & Responsibilities for HoD as per QMS Manual 2023:

- Liaising with the existing staff members and the supervisors to set departments goals,
- Observing, analyzing and providing suggestions on the current day to day operations,
- Conduct monthly departmental meeting for needs improvement and apprising to the Management on the action taken,
- Assisting with the recruitment and training processes,
- Assisting with the assessment processes,
- Assist to establish professional relationships with partnering Industries,
- Ensuring all the health and safety, as well as Institutes regulations are followed by trainers and trainees,
- Plan can coordinate to conduct professional development within the department,
- Participate in the HoDs meeting,
- Develop departments training Plan,
- Monitor trainers work plan,
- Participate in discipline committee meeting as a member,
- Plan and submit training material requisitions as demanded.
- Monitor that the trainer are developing task sheet and lesson plan,
- Monitor that the trainees maintain practical and drawing books as per the task sheet,
- Develop monthly work plan.



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