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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE
TASHICHO DZONG



MoF/PED/LoT-BM (02)/2015/

9th October 2015

Vacancy Announcement

The Ministry of Finance is pleased to invite application from the eligible Bhutanese candidates for the position of **Chief Executive Officer, Royal Bhutan Lottery Limited**. The application along with the following documents should be submitted to **Public Enterprise Division, Ministry of Finance, Tashichho Dzong** on or before **25th October 2015**, during office hours.

1. Resume
2. Copies of Academic Transcripts
3. Copy of the Citizenship Identity Card
4. Valid Security Clearance
5. No objection certificate from the parent organization, if employed
6. Name, address and phone number of minimum of 3 professional references (one of which should be current or last employer-if applicable).

Application along with the copies of documents shall be submitted in a sealed envelope clearly marked as “application *for the position of Chief Executive Officer, Royal Bhutan Lottery Limited*” on the top of the envelope. Only shortlisted candidates will be contacted for the interview and the original documents should be produced during the interview.

The Board of Directors of the Royal Bhutan Lottery Limited reserves the right to reject all or any applicant without citing any reason.

For further details, you may contact Public Enterprise Division, Ministry of Finance Tashichho Dzong at **322271** during office hours.

(Chairman)
Royal Bhutan Lottery Limited

Terms of Reference for the Chief Executive Officer:



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1. General Responsibilities:

The Chief Executive Officer of the Royal Bhutan Lottery Limited shall report and be accountable to the Board of Directors. He/she shall provide leadership, general supervision, management and operational control of the RBLL on a day to day basis in accordance with the strategies, plans and policies approved by the Board of Directors.

The CEO shall be responsible to:

- I. Develop Vision and Mission of the Company and submit to the Board for approval
- II. Provide overall leadership and develop strategies, plans and policies necessary to realize the objectives of the company; and
- III. Manage RBLL to ensure strategic and annual plans are effectively implemented, the results are monitored and reported to the Board and financial and operational objectives are attained.

2. Duties & Responsibilities:

1. Develop and recommend strategic and business plans to the Board that is consistent with the Vision and Mission of the company.
2. Lead and manage RBLL within the parameters established by the Board of Directors.
3. Make plan for expansion of the business to the regional and international markets.
4. To achieve the mandates and objectives of the Company as contained in the Article of Incorporation.
5. Implement and monitor annual business plans through the monitoring of annual income and expenditure of the company. Review and report regularly to the Board on the overall progress and results against operating and financial objectives, and initiate courses of action for improvement.
6. To develop and maintain corporate policies, financial management guidelines and standards aimed at minimizing costs of operation and maximizing returns to scale.
7. Develop and maintain a sound, effective organization structure and ensure capable management succession and progressive employee training and development programs.
8. Identify the principal risks of RBLL's business and implement appropriate systems to manage these risks.
9. Ensure effective communications and maintain appropriate relationships with Government and other stakeholders.



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10. Ensure good governance through introduction of appropriate mechanisms of reporting system, audit, monitoring and internal control.
11. Manage and oversee the required interfaces between RBLL and Government and stakeholders and act as the principal spokesperson for RBLL.
12. Ensure all operations and activities of RBLL are conducted in accordance with laws, regulations, RBLL's Code of Conduct and Conflict of Interest guidelines, sound business practice and are in accordance with the policies and practices approved by the Board of Director.
13. Foster a corporate culture that promotes ethical practices and encourages individual integrity and social responsibility.
14. Obtain Board's approval prior to taking action on issues outside the powers delegated to him.
15. Ensure that the Board is fully informed on all significant operational, financial and other matters relevant to RBLL.
16. Any other work/assignment as may be entrusted by the Board of Directors from time to time.

3. Qualification:

Education:

Minimum Bachelor's Degree in relevant field namely commerce, economics, Business Management, International Trade and Finance. Candidates with Masters Degree in the relevant field will have an added advantage.

4. Experience:

At least 15 years of work experience with a good track record in the Civil Service and in the corporate/private sector, out of which at least four years at the P1A position level in the civil service and general manager in the corporate/private sector. Experience in business management, marketing and finance and corporate governance would be preferred.

5. Age Limit:

The candidate applying for the post of CEO should not be more than 55 years as on 25th October 2015.



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6. Knowledge, skills and abilities.

The candidate must possess following knowledge, skills and abilities:

- Good knowledge of business principles and techniques of administration, organization, management and understanding of the key business issues such as, strategic and operational planning, trade, marketing and financial forecasting.
- Computer and IT literate.
- Good written and verbal communication skills both in Dzongkha and English.
- Good Negotiation skills
- Excellent planning and organizing skills
- Management and leadership skills
- Interpersonal relationship building skills
- Be a team player that motivates and educates other members
- Comprehend complex and technical subjects
- Create and motivate behavioural change in the organization.

7. Remuneration:

The remuneration shall be Nu.70, 000/- per month plus a contract allowance of up to 40% of the basic pay depending on the experience and qualification. Others allowances and benefits as per the Service Rule of the Company.

8. Status and tenure of appointment

The appointment shall be on contract for an initial term of 3 (three) years and extendable for one more term depending on the performance.