

Terms of Reference for Specific Posts

1. Marketing Manager

A. Job Responsibilities:

- a) Identification of Markets in the region
- b) Study on the operational strategies
- c) Marketing of Bhutan Lotteries
- d) Study on the various lottery schemes and draw up similar lottery schemes in Bhutan
- e) Draw up the Prize monies for all the schemes
- f) Decide on the number of draws to be carried in a day/week Month and year
- g) Draw up procedures for the payment of Prize Monies to the winning tickets
- h) Any other task assigned

B. Education Qualification:

Minimum of Bachelor's Degree in relevant field namely Marketing, Commerce, Business Management or International Trade. Candidates with Master's Degree in the relevant field will have an added advantage.

C. Skills and Work Experience:

- a. At least 5 years of work experience with a good track record in the civil service or corporate/private sector.
- b. Good knowledge of business principles and marketing techniques, good public relation skills, organizational management skills and understanding of the key business issues such as, strategic and operational planning etc.
- c. Computer and IT literate.
- d. Good written and verbal communication skills both in Dzongkha and English.
- e. Good Negotiation skills
- f. Planning and organizing skills
- g. Management and leadership skills
- h. Interpersonal relationship building skills
- i. Be a team player that motivates and educates other members
- j. Comprehend complex and technical subjects

D. Remuneration: Starting Basic Salary of Nu.18,635 plus 25% Corporate allowance and other benefits as per the service rules of RBLL

2. IT Manager:

A. Job Responsibilities:

- a. Study the functioning of POS Terminals
- b. Record and report on the each draws and winning ticket numbers online
- c. Record and acknowledges lottery ticket information through system
- d. Carry out system audit of retails outlets in collaboration with financial audits
- e. Study the functioning of the Online Lottery Programs and Specifications
- f. Monitor the exchange of information between the main servers and the POS terminals
- g. Development of any other software for the monitoring of OLS
- h. Manage and maintain data in all production and non-production database and replication servers.
- i. Design and develop logical and physical layers for various database.
- j. Leads in handling data testing, reporting, back-ups and restorations.
- k. Provides technical assistance and mentor staff on developing conceptual and logical database design and physical database.
- l. Utilizes logical models to ensure efficient and reliable database performance.
- m. Study in developing gaming related database.
- n. Interfacing with other department in planning, recommendation, assisting with needs, and implementing computer and telephone hardware/software, systems, and programs.
- o. Review Information Technology activities.
- p. Other duties as assigned.

B. Education Qualification:

Minimum Bachelor's Degree in IT. Candidates with Master's Degree in the relevant field will have an added advantage

C. Work Experience:

At least 5 years of work experience with a good track record in the Civil Service or corporate/private sector.

D) **Remuneration:** Starting Basic Salary of Nu. 18,635 plus 25% corporate allowance and other benefits as per the service rules of the RBLL.

3. Administration and Finance Manager:

A) Job Responsibilities:

- a) Monitor and analyze the monthly sales and expense record
- b) Co-ordinate & manage lottery draws
- c) Printing of lottery tickets
- d) Co-ordinate payment of prize monies
- e) Maintain record of all draws and detail information related to lottery draws.
- f) Ensure all the formalities and procedures are followed for procurement & other works including conducting tender and bids.
- g) Monitor and guide the Administrative Officer & Finance Officer to effectively carry out the administration, property management/maintenance, preparation of budget & accounts & etc.;
- h) Liaise with Media
- i) Human Resource Management
- j) Co-ordinate and attend meetings
- k) Any other task assigned.

B) Education Qualification:

Minimum Bachelor's Degree in BBA, Finance, Accountancy, Commerce, Economics and Business. Candidates with Master's Degree in the relevant field will have an added advantage

C) Skills and Work Experience:

- a. At least 5 years of work experience in Administration and Finance with a good track record in the Civil Service or corporate/private sector.
- b. Computer and IT literate

D) Remuneration: Starting Basic Salary of Nu. 18,635 plus 25% corporate allowance and other benefits as per the service rules of the RBLL

4. Sr. Legal Officer:

A. Job Responsibilities:

- a) Enact Lottery Act and review existing Lottery Regulations
- b) Prepare Tender Documents
- c) Prepare and draw up Agreements
- d) Prepare the evaluation criterion of the bidders
- e) Handle any cases pertaining to Lottery and other related issues
- f) Liaise with Media
- g) Any other legal issues

B. Education Qualification:

Minimum Bachelor's Degree in Law and candidates with Master's Degree in the law shall be an advantage.

C. Skills and Work Experience:

At least 5 years of work experience in Legal issues with a good track record in the Civil Service or corporate/private sector.

D. Remuneration: Starting Basic Salary of Nu. 18,635 plus 25% Corporate allowance as per the service rules of the RBL

5. Finance Officer

A) Job Responsibilities:

- a) Prepare annual budget of the company
- b) Carry out day to day financial transactions of the company
- c) Payment of prize monies
- d) Prepare monthly accounts
- e) Prepare annual financial statements
- f) Check conformity of expenditure with the annual budget
- g) Any other task assigned

B) Education Qualification:

Minimum Bachelor's Degree in Commerce or Accountancy. Candidates with Master's Degree in the relevant field will have an added advantage

C) Skills and Work Experience:

- a) At least 2 years of work experience in the relevant field with a good track record in the Civil Service or corporate/private sector.
- b) Good knowledge of commercial accounting systems.
- c) Computer & IT literate

D. Remuneration: Starting Basic Salary of Nu. 17,145 plus 25% corporate allowance and other benefits as per the service rules of RBLL

6. Administration Officer:

A. Job Responsibilities:

- a) Conduct tender/procurement formalities
- b) Printing of tickets
- c) Liaise with the agent
- d) Asset Management including management of pool vehicle and the building.
- e) All administrative works including protocol, logistic procurements works
- f) Human Resource Management
- g) Protocol and Logistic
- h) Arrange and attend meetings
- i) Any other task assigned

B) Education Qualification:

Minimum Bachelor's Degree in BBA, Finance, Accountancy, Commerce, Economics and Business. Candidates with Master's Degree in the relevant field will have an added advantage

C) Skills and Work Experience:

- a) At least 2 years of work experience in administration with a good track record in the Civil Service or corporate/private sector.
- b) Computer & IT literate

D) Remuneration: Starting Basic Salary of Nu. 17,145 plus 25% Corporate allowance and other benefits as per the service rules of RBLL

7. Administration Assistant

A. Job Responsibilities:

Assist the administrative officer to carry out his responsibilities.

B. Education Qualification:

Minimum Class XII,

C. Skills and Work Experience:

- At least 5 years of work experience in Administration with a good track record in the Civil Service or corporate/private sector.
- Computer and IT literate

D. Remuneration: Starting Basic Salary Nu. 11,845 plus 25% corporate allowance and other benefits as per the service rules of the RBLL.

8. Personal Assistant

A. Job Responsibilities:

- a) Assist CEO in all clerical works.
- b) Keep record of all meetings and appointments for CEO
- c) Arrange and manage appointments for CEO
- d) Any other task assigned.

B. Education Qualification:

Minimum Class XII,

C. Skills and Work Experience:

- a) Experience in the relevant field will have added advantage.
- b) Computer & IT literate.

D. Remuneration: Starting Basic Salary of Nu. 11,235 plus 25% corporate allowance and other benefits as per the service rules of RBLL