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**BHUTAN LOTTERY LIMITED**  
(State Owned Enterprise, Ministry of Finance)

## TERMS OF REFERENCE (ToR)

- 1) **Position Title:** Chief Executive Officer
- 2) **Appointment Type:** Contract
- 3) **Contract Term:** Three (3) years and extendable for one more term depending on the performance
- 4) **Pay Scale:** Nu.75,000-1875-86,250/-
- 5) **Contract Allowance:** Up to 50% depending on the experience and qualification and other benefits as per the Service Rule of the Company
- 6) **Minimum Qualification:** Minimum of Bachelor's Degree in relevant field (Commerce, Economics, Business Management, International Trade and Finance). Candidates with Master's Degree in the relevant field will have an added advantage.
- 7) **Experience:** Minimum of 15 years of work experience with a good track record in the civil service or in the corporate/private sector, out of which at least 3 years at the P1A position level in the civil service or General Manager in the corporate/private sector. Experience in business management, marketing and finance and corporate governance would be preferred.

### 8) **Knowledge, Skills and Abilities**

The candidate must possess following knowledge, skills, and abilities:

- i. Good knowledge of business principles and techniques of administration, organization, management and in-depth understanding of the key business issues that exist in the business industry. The candidates must have knowledge of strategic and operational planning, trade, marketing and financial forecasts
- ii. Computer and IT literate
- iii. Good written and verbal communication skills both in Dzongkha and English
- iv. Good negotiation skills
- v. Excellent planning and organizing skills
- vi. Management and leadership skills
- vii. Interpersonal relationship building skills
- viii. Be a team player that motivates and educates other members



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- ix. Comprehend complex and technical subjects
- x. Create and motivate behavioral change in the organization

**9) General Responsibilities:**

The Chief Executive Officer of 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 BLL on a day-to-day basis in accordance with the strategies, plans and policies approved by the Board of Directors.

**10) The CEO shall be responsible to:**

- i. Provide overall leadership and vision to develop the strategies, plans and policies necessary to realize objectives of the company: and
- ii. Manage BLL 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.

**11) Duties & Responsibilities:**

- i. Develop and recommend strategic and business plans to the Board that is consistent with the Vision and Mission of the company.
- ii. Lead and manage BLL within the parameters established by the Board of Directors.
- iii. Make plan for expansion of the business to the regional and international markets.
- iv. To achieve the mandates and objectives of the Company as contained in the Article of Incorporation.
- v. 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.
- vi. To develop and maintain corporate policies, financial management guidelines and standards aimed at minimizing costs of operation and maximizing returns to scale.
- vii. Develop and maintain a sound, effective organizational structure and ensure capable management succession and progressive employee training and development programs.
- viii. Identify the principal risks of BLL's business and implement appropriate systems to manage these risks.
- ix. Ensure effective communications and maintain appropriate relationships with Government and other stakeholders.



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- x. Ensure good governance through introduction of appropriate mechanisms of reporting system, audit, monitoring, and internal control.
- xi. Manage and oversee the required interfaces between BLL and Government and stakeholders and act as the principal spokesperson for BLL.
- xii. Ensure all operations and activities of BLL are conducted in accordance with laws, regulations, BLL'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 Directors.
- xiii. Foster a corporate culture that promotes ethical practices and encourages individual integrity and social responsibility.
- xiv. Obtain Board's approval prior to acting on issues outside the powers delegated to him/her.
- xv. Ensure that the Board is fully informed on all significant operational, financial, and other matters relevant to BLL.
- xvi. Any other work/assignment as may be entrusted by the Board of Directors from time to time.

**12) Mandatory documents (required to submit along with application)**

1. Duly filled BLL Employment Application Form
2. Curriculum Vitae
3. Copy of Degree/Master certificates and Academic transcripts
4. Copy of the Citizenship Identity Card
5. Valid Security Clearance
6. Valid Audit Clearance, if applicable
7. Medical Fitness Certificate (valid for 6 months from the date of issue of certificate)
8. Work Experience Certificate
9. Letter of appointment/promotion to P1 A/GM level or higher position held from the last employer and
10. Names and contact details of two non-family related referees including one from the current/latest employer as per the application form
11. No Objection Certificate, if employed
12. Other Certificates and Testimonials, if any