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

**Terms of Reference**

- 1) **Position Title:** Administrative Officer
- 2) **Entry Grade:** 7
- 3) **Pay Scale:** Nu. 21,990- 550-32,990/-
- 4) **Allowance:** 20% HRA and other perks as per company's Service Rule
- 5) **Appointment Type:** Regular
- 6) **Minimum Qualification:** Bachelor's Degree
- 7) **Working Experience:** Minimum of 4 years work experience in relevant field.  
: Prior experience in Procurement/ Material Management shall add an advantage for shortlisting purpose.
- 8) **Reports to:** Sr. Manager (AFD)
- 9) **Place of Posting:** Phuentsholing

**DUTIES & RESPONSIBILITIES**

- I. Administering and monitoring all activities of the Administrative & Procurement services, ensuring that it is operating smoothly, efficiently and in a timely manner.
- II. Arrangement of vehicle transportation and recording of vehicle daily log, POL consumption, and maintenance of vehicle history report.
- III. Routine maintenance of office and staff quarters and ensuring that the office premises are kept clean and hygienic all the time.
- IV. Maintaining relations with local communities and liaise with Government, Public/ Private Institution.
- V. To organize and maintain regular inventory list of property of the organization
- VI. Coordinate any event managements and provide administrative support to conferences, workshops, retreats.
- VII. Arrange for the purchase and timely distribution of office supplies as required by staff and keeping a log of distribution.
- VIII. Oversee daily leave and travel records of the employee
- IX. Identification and selection of bidders for procurement of Goods, Works and Services which shall include preparation of tender documents and calling for tenders, conducting tender committee meetings.



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- X. Ensure compliance with the Procurement Rules and Regulations and other relevant rules for fair and transparent process in procurement of Goods, Works and Services.
- XI. Draft note sheets and seeking approval from the Management for all procurement processes
- XII. Draft and issue letter of award, supply order and other relevant document.
- XIII. Any other job assigned by the management

**a) SKILLS & CORE COMPETENCIES:**

- i. Have exceptional organizational skills
- ii. Have strong written and oral communication skills
- iii. Adapt to Time management
- iv. Well versed in procurement policy of RGoB
- v. Must have good negotiation skills

**b) DOCUMENTS REQUIRED:**

- i. Dully filled BLL Employment Application Form
- ii. CV/Resume
- iii. Copies of Academic Transcripts (Class X, XII and Degree)
- iv. Copy of the Citizenship Identity Card
- v. Copy of valid Medical Fitness Certificate
- vi. Valid Security Clearance Certificate
- vii. No Objection Certificate not older than 3 months from the current employer, if employed
- viii. Past experienced certificate and relevant testimonials, if any.