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BHUTAN LOTTERY LIMITED
(Responsible Gaming Organization)

TERMS OF REFERENCE

- 1) **Position Title:** Marketing Assistant
- 2) **Entry Grade:** 12
- 3) **Pay Scale:** Nu. 15895-396-21835
- 4) **Allowance:** 20% HRA + Monthly Lumpsum Pay (MLP): Nu. 9900/-
- 5) **Appointment Type:** Regular
- 6) **Minimum Qualification:** Class XII Passed (Minimum of 55 % in X and XII)
- 7) **Skills and Competencies Required:**
 - i. Ability to communicate effectively (Dzongkha & English)
 - ii. Good knowledge in Microsoft Word and Excel
 - iii. Strong analytical and listening skills
 - iv. Ability to manage multiple tasks and responsibilities at the same time
 - v. Good interpersonal relationship building skills
 - vi. Confidence and ability to appear on camera for Live Draws

8) DUTIES & RESPONSIBILITIES

- i. Responsible for preparing, scanning, and validating of winning tickets into lottery systems in timely manner
- ii. Assist the Marketing Officer in conducting lottery draws in accordance with the established Draw Procedures, as and when required.
- iii. Maintain confidentiality of the Drawing Materials and other records
- iv. Managing and distribution of lottery stock to agents based on the requisition
- v. Record keeping and maintaining details of lottery distribution
- vi. Liaise with Sales Agent
- vii. Support and assist Marketing Department to carry out Quality Control and other related works as per SoP
- viii. Any other task assigned by the Management