

ELECTION COMMISSION OF BHUTAN



TERMS OF REFERENCE OF THE EMPLOYEES OF THE ELECTION COMMISSION OF BHUTAN, 2025.

Date: July 15, 2025

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Preface

The Election Commission of Bhutan (ECB), as an independent constitutional office, is entrusted with the sacred responsibility of safeguarding and promoting democratic values enshrined in the Constitution of the Kingdom of Bhutan and Election Act of the Kingdom of Bhutan, 2008. In fulfillment of these sacrosanct mandates, the ECB continuously strives to strengthen its systems, structures, and processes to enhance professionalism, accountability, and efficiency in its delivery service and gain public trust and confidence in the country's electoral systems.

In this regard, it is critical to put in place clear and comprehensive Terms of Reference (ToR) for the employees of the ECB. The ToR serves as a fundamental management tool, providing clarity on roles, responsibilities, and reporting lines within the organizational framework. It ensures that all employees are well-informed of their duties and expected contributions towards the fulfillment of the ECB's vision, mission, and strategic goals.

The compilation of this ToR for Secretariat, Departments, Divisions and Units of the ECB has been prepared to formalize the individual's scope of work, distinctly delineate individuals' functional responsibilities, and promote operational coherence within the ECB. It is intended to enhance the individuals' professional growth and competence of the employees, enabling them to execute the responsibilities with minimum guidance.

The preparation of this document followed careful review and close consultations with the Division Heads concerned taking into consideration the current organizational structure and the evolving mandates of the ECB which was further reviewed by the Commission.

Introduction

A Terms of Reference (ToR) is essential in any organization, as it provides clear guidance on roles, responsibilities, performance expectations, and reporting lines for each employee. A well-defined ToR eliminates ambiguity around individual functions, helping to reduce workplace conflicts and ensuring that every employee's contributions are aligned with the organization's strategic goals and objectives. In contrast, the absence of a formal ToR can lead to uncertainty, duplication of tasks, inefficiency, and accountability gaps, ultimately compromising overall organizational performance.

Additionally, a Terms of Reference (ToR) serves as both a contractual and operational framework which not only outlines what is expected from an employee but also empowers them by clearly defining their authority, scope of work, and decision-making responsibilities.

This Terms of Reference (ToR) is intended to serve as a guiding document to ensure that employees of the ECB carry out their individual duties and responsibilities with clarity and efficiency, in alignment with the ECB's mandate. Furthermore, this ToR will support ECB management in objectively measuring individual performance, promoting accountability, and fostering professional development and growth, ultimately contributing to a transparent, efficient, and results-oriented organizational culture.

In light of the above, with prayers and good wishes, the Commission hereby endorse the Terms of Reference of the employees of the ECB.

Endorsed on the 20th Day of the 5th Month of the Wood Female Snake Year corresponding to 15th July 2025.

(Dawa Tenzin)
Election Commissioner

(Ugyen Chewang)
Election Commissioner

(Dasho Sonam Tobgay)
Chief Election Commissioner

TERMS OF REFERENCE FOR THE SECRETARY (SECRETARIAT)

Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, policies and plans;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Ensure that the Election Commission's constitutional mandate is carried out efficiently and transparently;
5. Work in close coordination to support electoral processes, uphold legal and ethical standards, and foster public trust and confidence in the electoral system;
6. Provide necessary secretarial support to the Election Commission;
7. Lead with integrity and exhibit ethical and moral behavior in everyday conduct of business;
8. Provide guidance and direction to the Departments, Divisions and Dzongkhag Election Offices;
9. Ensure smooth coordination and effective communication across various Departments, Divisions, and Dzongkhag Election Offices;
10. Ensure effective implementation of the orders and resolutions of the Election Commission in the day-to-day functioning;
11. Provide guidance in the preparation of the budget of the Departments and Divisions, monitor expenditure and supervise financial records and transactions;
12. Accord financial sanction and administrative approval for planned activities in accordance with the financial rules & regulations, upon consultation with the Finance Committee and subsequent approval of the Commission;
13. Provide guidance and advice on financial management, budgeting, accounting, procurement, expenses, and audit compliance of the Election

Commission, with a focus on promoting a culture of financial discipline through judicious utilization of resources;

14. Exercise analytical judgment, problem-solving and decision-making skills;
15. Develop implementation plans for change management of the employees, build trust commitment to overcome resistance of change management;
16. Mentor, monitor and provide support to those affected by change management transition;
17. Monitor and provide regular performance feedback to motivate professional growth as well as to fulfill/achieve the planned programs of the organization;
18. Oversee the preparation of a 5-year plan, annual plan and individual work plan, which shall include *inter alia* organizational and institutional arrangements, resource availability and constraints if any, decision-making and coordination procedures, HR programmes, etc.;
19. Explore the mobilization of resources required for the smooth implementation of the electoral and capacity development programmes;
20. Ensure that the decisions, directives, and policies set by the Election Commission are properly communicated and implemented across all levels;
21. Vet all the necessary orders, instructions, notifications, circulars, correspondence, etc. drafted by the Departments & Divisions before submission to the Commission;
22. Oversee and guide the drafting, review, interpretation and amendment electoral policies, guidelines, rules & regulations, procedural manuals;
23. Ensure to provide administrative support for resolving election-related complaints, disputes, and legal matters;
24. Ensure to coordinate with government agencies, security forces, local administration, and political parties as directed by the Commission;

25. Act as a link between the Election Commission and election stakeholders such as political parties, civil society organizations, and the public in general;
26. He/she shall be the media spokesperson of the ECB;
27. Coordinate and communicate with election management bodies of other countries, the regional election bodies and international election bodies in accordance with the directives of the Commission;
28. Oversee and ensure the digitization of the institutional memory of the ECB;
29. Provide support and facilitate conduct of research and submit recommendations to the Commission for approval;
30. Conduct bilateral meetings with the Director of DoECE and DoERIT from time to time on matters concerning the well-being, strengthening of the organization, grievances of the employees, and other new initiatives or reforms undertaken;
31. In consultation with the Directors of DoECE and DoERIT conduct staff coordination meetings on a quarterly basis;
32. Draw attention of the Commission for redressal of the grievances of the employees;
33. Provide guidance to HRD and manage recruitment, training, and capacity development building of the employees of the ECB upon obtaining the approval of the Commission;
34. Facilitate the conduct of orientation and training programs for the new recruits in order to familiarize them with the electoral processes and systems;
35. Oversee the development and implementation of human resource policies, manuals, and operational guidelines;
36. Ensure preparedness and contingency planning for disaster management;
37. Plan and organize *Driglam Namzha* training for the staff of the Commission for preservation and promotion of national identity & culture;

38. Explore and facilitate the harnessing of the full potential of cutting-edge technology to enhance and streamline electoral processes, in keeping with the pace of an evolving democracy & ECB's digital roadmap, thus fulfilling the aspirations of the electorate;
39. Facilitate the smooth conduct of elections on the day of poll, ensure efficient functioning of the National Counting Center and represent the Election Commission as its spokesperson;
40. Mobilize financial support from the external donor agencies in collaboration with the Policy and Planning Division (PPD) under the directives of the Commission;
41. Look after the wellbeing of the staff; and
42. Any other tasks assigned.

ADMINISTRATION & FINANCE DIVISION

1. Terms of Reference for Chief Administrative Officer Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, administrative functions, plans & policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Manage the general administration of Election Commission of Bhutan (ECB) by providing expertise in various matters related to the administration;
5. Develop and implement administrative policies and procedures to enhance operational efficiency and effectiveness in consultation with the Secretariat and direction of the Commission;

6. Monitor and effectively carry out the administration, property management, maintenance, preparation of budget, procurement of office materials, etc.;
7. Ensure to keep and maintain up-to-date inventory of all procured equipment and property of the ECB;
8. Ensure effective coordination on administration, finance and management related affairs of the Secretariat, Departments and Divisions;
9. Deploy and regulate the use of Pool Vehicles by issuing movement orders & pursuing prevalent government policies;
10. Ensure time to time servicing and maintenance of the pool vehicles;
11. Ensure to collect the replaced spare parts of the vehicles, maintain records and store them properly for disposal;
12. Oversee all matters related to the tendering and management of supplies in the Commission prior to the conduct of elections and during non-election periods in compliance with financial rules and regulations;
13. Guide and supervise all the staff concerned in respective sections/units on any matters related to registration of suppliers, quantification, and invitation of bids, selection, procurement, quality assurance, distribution, mobilization and overall monitoring of supplies;
14. Initiate any activities that shall have positive impact on improving supply management of the ECB;
15. Monitor and evaluate the performance of all the staff within the Division either employee-wise or in consultation with the immediate supervisor in the respective sections and units;
16. Explore funds and other resources when they are found inadequate to implement activities in consultation with the Secretariat and direction of the Commission;

- 17.Ensure that funds are utilized and managed according to the budget appropriations and that the allocation of expenditure is appropriate;
- 18.Ensure to uphold the financial integrity of the Election Commission of Bhutan by ensuring full compliance with financial rules and regulations;
- 19.Receive supplies of materials, record in the stock register, Government Inventory Management System (GIMS), store them properly and issue to the users as per existing rules and regulations;
- 20.Ensure that accounting procedures and internal control systems are exercised at all times;
- 21.Co-ordinate and facilitate auditing through production of all records and evidences;
- 22.Participate in ascertaining and evaluating the financial projection and financial progress reports for the ECB;
- 23.Process and submit Work Plan/Technical Sanctions, Physical/Financial Progress reports, work orders, supply orders, invoices, import licenses and all other supporting documents required for release of funds by Department of Budget and Accounts;
- 24.Spearhead and advise the Departments and Divisions in preparing the budget proposal in close consultation and collaboration with the PPD;
- 25.Manage the organization's budget, ensuring financial stability, and adherence to fiscal constraints;
- 26.Prepare, track, and report to the Commission on the budget, meticulously monitoring expenditure and revenue streams;
- 27.Prepare AFD's Five-Year plan, annual plan and fiscal year budget;
- 28.Ensure efficient collaboration and coordination among Departments and Divisions to enhance organizational harmony;
- 29.Promptly address operational issues to maintain smooth workflow;

30. Cultivate positive relationships with stakeholders to foster collaboration and support for organizational initiatives;
31. Ensure strict adherence to legal and regulatory requirements, encompassing both organizational and national regulations;
32. Implement measures to mitigate risks and ensure compliance with all applicable laws and regulations;
33. Ensure the peripherals of office surroundings are kept neat, clean and well maintained;
34. Ensure all the washrooms of the organization are clean and well maintained with an adequate water supply;
35. Ensure vehicles are parked properly in a designated parking area;
36. Ensure making timely bill payment pertaining to rental of building, energy consumed, telephone bills, sewage and water charges to the offices concerned to avoid penalty/surcharges;
37. Ensure all the communication equipment are functional;
38. Review and propose for write-off sanctions for unserviceable items after thorough verification;
39. Prepare financial report on budget and expenditure;
40. Strictly follow Govt. accounting system;
41. Follow up with relevant budgetary agency and ensure timely release of the funds for the conduct of elections and Functional Literacy and Possession of Skill Test (FLT);
42. Review & revise the Guidelines for Maintenance of Financial Records and Accounts for an Election in the Kingdom of Bhutan as and when deemed necessary;
43. Present reports of the detailed expenses incurred for holding the Elections and conduct of FLTs to the Commission;

44. Familiarize with online air-ticking and must make advance air-ticking bookings for travelling ex-country;
45. Ensure to arrange pool vehicles to HRD for processing visa and collecting passports;
46. Identify and designate the Smoking Room;
47. Mobilize human resources, vehicles, expedite processing of welfare scheme and render necessary help to the employees of the Commission during emergencies & in times of misfortune;
48. Ensure safety of employees during emergencies by developing and implementing a protocol;
49. Create and implement a protocol for the private security hired for the security of the ECB premises;
50. Provide necessary guidance and advice to the Security Guard of the organization from time to time;
51. Ensure timely delivery of election materials to Dzongkhag election offices during the election period; and
52. Any other tasks assigned by the Commission, Secretariat, Departments and others.

**2. Terms of Reference for Administrative Officer
Duties and Responsibilities:**

1. Fully acquaint and familiarize with electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Manage day-to-day administrative functions of the office;

5. Oversee the management of office inventory, supplies, and stationery, ensuring timely procurement and stock control;
6. Supervise clerical and support staff under the AFD;
7. Look after the welfare services of the employees under the AFD;
8. Compile the list of election materials requisitioned by the Dzongkhag Election Offices and concern Departments;
9. Coordinate joint scrutiny of the actual requirement by AFD and DoECE before placing the orders;
10. Submit the compiled budget proposal received from the Dzongkhags, Departments and Divisions for conduct of elections to AFD, PPD and DoECE for joint review and subsequent submission to the Commission for approval;
11. Assist in addressing/referring the grievances of the employees under AFD to appropriate authority for necessary actions;
12. Coordinate and supervise logistics and dispatch of election materials (Ballot boxes, EVMs, Stationery, etc.);
13. Coordinate with Dzongkhag Election Offices to provide clear directives concerning the election budget and filing of expenditure reports within stipulated deadline;
14. Prepare budget estimate for transportation of election materials and allowances in consultation with the head of AFD;
15. Familiarize and acquaint with online air ticketing system/manual booking and guide the procurement of tickets for ECB officials;
16. Workout budget estimate for the ex-country travel (air fare, DSA, and Halt charges, if applicable) for the ECB officials. In the event, such travels are ad hoc in nature without budgetary provision, re-appropriation of budget from other budget heads in accordance with the directions of the Commission shall be carried out;

17. Ascertain the shortest air route for international travel abroad in consultation with HRD to facilitate the procurement of air tickets;
18. Follow-up with the Ministry of Finance for the release of funds to the Departments, Divisions and Dzongkhag Election Offices for the conduct of elections;
19. Monitor expenditure to ensure it aligns with approved budget heads;
20. Assist the Chief Administrative Officer (CAO) in providing clear directives to the Dzongkhag Election Offices for making judicious expenses in accordance with the financial rules and regulations of the country as well as in compliance with the Guidelines for Maintenance of Financial Records and Accounts for an Election in the Kingdom of Bhutan;
21. Maintain receipts, invoices and supporting documents for audit and reporting purposes;
22. Monitor and ensure the cleanliness of the surrounding and washrooms of the organizations;
23. Demarcate proper parking space with clear lines to enable the employees of the ECB to park their cars appropriately;
24. Work under the supervision and direction of the head of the AFD; and
25. Any other tasks assigned.

3. Terms of Reference for Personal Secretary

Duties and Responsibilities:

1. Fully acquaint and familiarize with electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;

4. Serve as the primary point of contact for the CEC's office, managing correspondence, phone calls and appointments;
5. Maintain the CEC's schedule, including organizing meetings, preparing agenda, keeping minutes of meeting, and coordinating with relevant Departments or external entities;
6. Draft, review and manage official communications, including letters, memos, reports and emails on behalf of the CEC;
7. Prepare and maintain confidential files and documentation;
8. Coordinate travel arrangements and logistics for official visits, meetings, and events involving the CEC;
9. Receive and facilitate meetings with internal and external stakeholders, ensuring appropriate protocol and documentation;
10. Provide accurate and timely briefings and updates to the CEC as needed;
11. Liaise with other officers, Departments, Divisions and government entities to ensure smooth communication and follow-up on CEC directives;
12. Assist in preparing speeches, presentations, and other official documents as directed;
13. Maintain discretion and uphold confidentiality in all aspects of the role; and
14. Work under the direct supervision and direction of the CEC and undertake any tasks assigned.

4. Terms of reference for Administrative Assistant
Duties and Responsibilities:

1. Acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;

4. Receive/collect all the required bills/documents submitted by the individuals, Divisions and Departments;
5. Scan the bills/documents and upload in the FinDoc system to verify & pass the bills by the Cluster Finance Division;
6. Follow-up on the pending bills with Cluster Finance Division;
7. Draft correspondence as per the directives of the supervisor;
8. Assist in administering the duties such as photocopying the documents, packaging and dispatching of election materials;
9. Maintain office records and files;
10. Manage transactions of the ECSWS;
11. Maintain the ECSWS register of members and their dependents;
12. Maintain individual register to record the receipts and disbursement of the scheme for individual registered members;
13. Prepare financial statement of the ECSWS;
14. Liaise with various stakeholders in relation to official works;
15. Attend to the call of duty to physically escort the transportation of important materials, as and when it is necessary to be delivered in person, provided he/she is available for the duty;
16. Work under the supervision and direction of the head of the AFD; and
17. Any other tasks assigned.

**5. Terms of Reference for Multi Skilled Technician
Duties and Responsibilities:**

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;

4. Stay updated with new tools, technologies and quality control and safety standards;
5. Undertake inspection of the functioning of electrical installations and appliances (socket, bulbs, fan, heater, AC, etc.) from time to time;
6. Perform preventive, corrective and breakdown maintenance of electrical and plumbing systems;
7. Ensure compliance with safety protocols (use safety gears) while undertaking maintenance tasks;
8. Inspect water and sewerage lines of the ECB building;
9. Monitoring and keeping the water pump functional;
10. Conduct repair and maintenance related to electrification and plumbing in the office building under the supervision of the head of the AFD;
11. Requisition for any required electrification and plumbing items and maintain its inventory;
12. Promptly respond to urgent calls of ECB officials needing services for repairing electrical accessories like plug, switch, socket, lighting system, etc. upon the consent of the head of AFD;
13. Maintain accurate records of maintenance work, repairs, part replacements, and new installations carried out;
14. Assist Store-In-Charge in the works of receiving, packing, loading, unloading and dispatch of election materials to the Dzongkhag Election Offices;
15. Attend to the call of duty to physically escort the transportation of important materials, as and when it is necessary to be delivered in person, provided he/she is available for the duty;
16. Work under the supervision and direction of the head of the AFD; and
17. Any other tasks assigned.

6. Terms of Reference for Personal Assistants
Duties and Responsibilities:

1. Acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Be courteous, polite and sensible in all aspects of dealing with guests/delegation/visitors visiting the Election Commission;
5. Maintain punctuality, sincerity, reliability and remain trustworthy;
6. Serve as the first point of contact for internal and external stakeholders/visitors seeking to meet with the CEC/EC/Secretary/Director;
7. Maintain the record of appointments of Chief Election Commissioner, Election Commissioners, Secretary and Directors and serve reminders on timely manner;
8. Receive, record and file the incoming and outgoing correspondences, emails, and phone calls;
9. Assist in preparing and recording the travel itineraries of Chief Election Commissioner, Election Commissioner, Secretary and Director and assist in claiming the entitlements (TA/DA);
10. Ensure safe keeping of files & office equipment, maintain cleanliness and comply with official timeline for closing and opening of the office of Chief Election Commissioner, Election Commissioner, Secretary and Director;
11. Assist in drafting routine correspondences such as interoffice memos, notices, directives, officiating orders, etc.;

12. Arrange pantry items, serve tea & snacks/refreshment to the visiting guests of Chief Election Commissioner, Election Commissioner, Secretary and Director and accordingly settle the bills;
13. Carry out personal tasks and errands of Chief Election Commissioner, Election Commissioner, Secretary and Director;
14. Work in close collaboration with Personal Secretary and under the direction and guidance of Chief Election Commissioner, Election Commissioner, Secretary and Director; and
15. Any other tasks assigned.

**7. Terms of Reference for Procurement & Store Assistant
Duties and Responsibilities:**

1. Acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Manage office inventory, supplies, and stationery, ensuring timely procurement and stock entry and control;
5. Assist in compiling the list of election materials being requisitioned by the Dzongkhag Election Offices, Departments and Divisions;
6. Coordinate and mobilize manpower in consultation with head of AFD for the purpose of loading/unloading of election materials from the suppliers;
7. Assist in coordinating logistics and dispatch of election materials (Ballot boxes, EVMs, Stationery, etc.);
8. Familiarize and acquaint with online air ticketing system/manual booking and procure tickets for ECB officials;

9. Maintain receipt of EVMs, furniture, office equipment, electrical & plumbing items and stationery and enter in the Government Inventory Management System (GIMS);
10. Arrange materials and store in proper order;
11. Issue the goods as per the approved requisition form;
12. Ensure proper recording of vehicle spare parts and other obsolete/dysfunctional items for surrendering to the Department of Public Property (DPP);
13. Work under the supervision and direction of the head of the AFD; and
14. Any other task assigned.

**8. Terms of Reference for Receptionist
Duties and Responsibilities:**

1. Acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Be courteous, polite and sensible in all aspects of dealing with or attending to the telephone calls;
5. Maintain punctuality, sincerity, reliability and remain trustworthy;
6. Receive, courteously greet and direct the visitors and telephone calls to the concerned officials/Departments/Divisions as the first point of contact for the ECB;
7. Receive the incoming mails in the mail receipt register and forward to the concerned officials/Departments/Divisions;
8. Dispatch the outgoing mails in the mail dispatch register and deliver/post in accordance with the given addresses;

9. Maintain register for delivery of important and confidential correspondences/documents and delivered in person;
10. Maintain and organize files, records and confidential documents;
11. Make a copy of all the dispatched mail for filing in the guard files for future reference. In the event such mails are electronically delivered, copy be shared to the concerned individuals, Departments and Divisions for their record;
12. Ensure correspondences dispatched are shared with designated individuals reflected in the 'copy to' contained therein;
13. Receive and distribute the newspapers as per the details of the subscription;
14. Update the scanned documents of the guard file in the ECB's institutional memory system;
15. Attend to the call of duty to physically escort the transportation of important materials, as and when it is necessary to be delivered in person, provided he/she is available for the duty;
16. Work under the supervision and direction of the head of the AFD; and
17. Any other tasks assigned.

**9. Terms of Reference for Dedicated Drivers
Duties and Responsibilities:**

1. Adhere to the ethics and observe code of conduct enshrined in the ECB-SRR;
2. Observe traditional etiquette of Driglam Namzha;
3. Be courteous, polite and sensible while interacting and dealing with guests/delegation/visitors;
4. Maintain punctuality, sincerity, reliability and remain trustworthy;
5. Drive safely, efficiently and cautiously;

6. Perform daily pre-departure checking (fuel, oil, water, tire pressure, brakes, lights, and cleanliness);
7. Ensure vehicles are regularly cleaned and kept in good running condition;
8. Ferry officials and goods as maybe authorized;
9. Observe and comply with all road safety regulations, traffic protocol, RSTA Acts and existing rules and regulations;
10. Report to the head of AFD/MTO for any vehicle breakdown requiring necessary repairs;
11. Carry out repair and maintenance of the vehicle on a routine basis. Replaced spare parts must be returned to the Store-In-Charge in presence of head of AFD/MTO;
12. Maintain the logbook and movement order;
13. Keep records of fuel consumption and submit fuel receipts and travel records as required to the head of AFD/MTO;
14. Ensure all the necessary documents (*vehicle registration certificate, road worthiness certificate, emission test certificate, insurance, etc.*) are valid and up to date;
15. Safeguard vehicle documents, keys and accessories such as spare tyre, jack, jack handle, tyre wrench, sound system of the vehicle, etc.;
16. Ensure the vehicle is securely parked in designated areas;
17. Attend the duty beyond office hours, on weekends and during holidays, when required;
18. Work under the supervision of the AFD/MTO and as per the directives of the Chief Election Commissioner, Election Commissioner, Secretary and Director; and
19. Any other tasks assigned.

**10. Terms of Reference for Pool Vehicle Drivers
Duties and Responsibilities:**

1. Adhere to the ethics and observe code of conduct enshrined in the ECB-SRR;
2. Observe traditional etiquette of Driglam Namzha;
3. Be courteous, polite and sensible while interacting and dealing with guests/delegations/visitors;
4. Maintain punctuality, sincerity, reliability and remain trustworthy;
5. Drive safely, efficiently and cautiously;
6. Perform daily pre-departure checking (fuel, oil, water, tire pressure, brakes, lights, and cleanliness);
7. Ensure vehicles are regularly cleaned and kept in good running condition;
8. Ensure timely pick-up and drop-off of authorized person and delivery of official documents, goods, or materials;
9. Ensure proper authorization is obtained for every trip before departure;
10. Ferry officials and goods as maybe required;
11. Observe and comply with all road safety regulations, traffic protocols, RSTA Acts and existing rules and regulations;
12. Report to the head of AFD/MTO for any vehicle breakdown requiring necessary repairs;
13. Carry out repair and maintenance of the vehicles on a routine basis. Replaced spare parts must be returned to the Store-In-Charge in presence of head of AFD/MTO;
14. Maintain the logbook and movement order;
15. Keep records of fuel consumption and submit fuel receipts and travel records as required to the head of AFD/MTO;

16. Ensure all the necessary vehicle documents (*vehicle registration certificate, road worthiness certificate, emission test certificate, insurance, etc.*) are valid and up to date;
17. Safeguard vehicle documents, keys and accessories such as spare tyre, jack, jack handle, tyre wrench, sound system of the vehicle, etc.;
18. Avoid unauthorized or non-essential use of pool vehicles;
19. Seek prior approval for any trips outside of assigned duties;
20. Ensure the vehicle is securely parked in designated areas;
21. Always attend and inspect the vehicles when undergoing repair and maintenances in the workshop;
22. Attend the duty beyond office hours, on weekends and during holidays, when required;
23. Work under the supervision and direction of the head of the AFD/MTO; and
24. Any other tasks assigned.

**11. Terms of Reference for Janitor/Janitress
Duties and Responsibilities:**

1. Observe traditional etiquette of Driglam Namzha;
2. Ensure sweeping, mopping and vacuuming floors, corridors, staircases, verandahs and other areas are carried out daily;
3. Cut grass around the office premises;
4. Clear and clean the drains around the office premises;
5. Clean the dust and wipe surfaces such as desks, chairs, windowsills and shelves from time to time;
6. Empty the waste bins and dispose of garbage;
7. Remove cobwebs from ceilings, walls, cupboards and corners;
8. Clean toilets, wash basins and maintain restrooms neat and tidy;

9. Put up requisition for required materials and equipment for cleaning purposes;
10. Maintain the flower garden around the ECB building;
11. Assist in arranging furniture or cleaning up after/before meetings or events;
12. Adhere to safety protocols;
13. Ensure wet floors are thoroughly mopped and dried to prevent accidents;
14. Work under the supervision and direction of the head of the AFD; and
15. Any other tasks assigned.

**12. Terms of Reference for Security Personnel
Duties and Responsibilities:**

1. Report on duty punctually as per the assigned schedule;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Comply fully with established security protocols;
5. Serve as the first point of contact for visitors and guests;
6. Maintain visitors/guests register;
7. Conduct thorough security checks on all visitors and guests, provide clear briefings and directions for compliance;
8. Inspect all security equipment in the security room and conduct proper handing/taking over with the previous shift duty personnel;
9. Review incident reports from the previous shift and take necessary follow-up actions, if any;
10. Continuously observe, monitor CCTV footage and immediately report to the Chief of Administration & Finance Division (AFD), for any suspicious events;
11. Ensure the boom barrier is operational at all times;

12. Inspect all incoming vehicles thoroughly and grant access only upon complete satisfaction;
13. Conduct regular patrols and inspections of corridors, staircases, offices, basement, parking areas and restrooms, especially before and after office hours;
14. Ensure all boilers, heating systems, lights, and switches of the building are turned off after office hours, if found, not done by the office concerned, remind them the following day;
15. Prevent loitering, unauthorized activities and misconduct within premises;
16. Monitor and inquire about employees staying late in the office without official engagement and provide appropriate directions as per security requirements;
17. Brief incoming security personnel on incidents, instructions, and ongoing concerns during shift handovers;
18. Prepare and submit the shift duty roster to the Head of AFD for appraisal to the Commission and for dissemination to ECB employees;
19. Notify emergency services and inform the Head of AFD promptly when necessary;
20. Daily, check for any signs of forced entry, damages, or unusual activities within the premises;
21. Ensure all areas of the building and premises are secure before leaving duty;
22. Lock all entry and exit doors/gates after office hours;
23. Maintain accurate records of all activities, incidents, and observations in the security logbook or reporting register;
24. Ensure locking of restricted areas and offices;
25. Return equipment, furniture and keys, if any, to the office concerned;
26. Serve under the direct supervision of the AFD; and
27. Any other tasks assigned.

LEGAL AND COMMUNICATION DIVISION

1. Terms of Reference for Chief Legal Officer Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Develop and execute comprehensive legal strategies that align with the organization's overarching objectives;
5. Ensure strict adherence to all relevant laws, rules and regulations by conducting regular audits and reviews to identify any compliance gaps and implementing corrective measures;
6. Provide expert guidance and advice on contract-related matters, including drafting, interpretation, enforcement, and dispute resolution;
7. Take charge of managing all litigation and legal disputes involving the Commission. This includes overseeing the preparation of legal documents, coordinating with external legal counsel as necessary and representing the Commission's interest in court proceedings;
8. Proactively explore alternative dispute resolution methods, such as mediation or arbitration, to resolve conflicts efficiently and cost-effectively;
9. Ensure the organization's full compliance with national and electoral requirements, as well as industry's best practices;

10. Provide hands-on support to concerned officials in drafting various legal documents, including contracts, agreements, memoranda of understanding (MoU), and regulatory filings, ensuring accuracy, clarity, and legal compliance;
11. Offer expert legal advice and analysis in the formulation and revision of rules, regulations, policies, and procedural manuals;
12. Serve as the primary legal representative of the Commission in all external legal matters, including court proceedings, arbitration hearings, and interactions with legal authorities and regulatory bodies;
13. Take the lead in coordinating dispute resolution efforts on behalf of the Commission, liaising with internal stakeholders and external legal counsel;
14. Manage the Commission's relationships with legal bodies, such as the Office of the Attorney General and Judiciary;
15. Consult for the interpretation of ambiguous laws from the Office of the Attorney General (OAG);
16. Review of electoral laws in accordance with the provisions of the constitution of the Kingdom of Bhutan and Election Act;
17. Coordinate with various judiciary offices to ensure preparedness with the necessary skills and strategies to address any disputes effectively;
18. Assist and support the development and execution of the organization's media strategy to enhance its visibility and reputation;
19. Support the creation of engaging content for press releases, articles, social media posts, and other channels;
20. Support and maintain relationships with media professionals and handle inquiries;
21. Collaborate with internal teams to ensure translated materials meet the organization's standards and objectives;

22. Supervise the translation of documents from English to Dzongkha and vice-versa, as well as other translation activities, ensuring accuracy, consistency, and cultural appropriateness;
23. Conduct legal related awareness and dispute settlement training to the relevant election stakeholders prior to the conduct of elections;
24. Disseminate information on laws to Dzongkhag Election Offices for creating legal awareness;
25. Maintain proper records of the Electoral Laws, Guidelines and Rules and Regulations and By-laws for reference;
26. Maintain proper records of election related disputes handled by the DEDSB, CEDSB and the full Commission;
27. Ensure AI guidelines prepared by GovTech address false information, misinformation, disinformation and mal information, in collaboration with DoERIT;
28. Prepare strict monitoring mechanism to address the impersonation of the political parties, candidates, party coordinators, and supporters using AI tools to malign credibility of each other, in collaboration with DoERIT;
29. Prepare Division's 5-year plan, annual plan and fiscal year budget;
30. In consultation and agreement with the staff, prepare comprehensive Individual Work Plan (IWP) in alignment with the Annual Plan Targets of the Department/Division;
31. Work under the supervision and direction of the Director of DoERIT; and
32. Any other tasks assigned.

2. Terms of Reference for Legal Officer

Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Render legal services to the Election Commission of Bhutan with respect to questions, regulations, practices, or other issues falling within the purview of electoral laws and national laws;
5. Advise the ECB on the requirement of legislation for implementing government policies;
6. Provide advice on different legal issues and assist in drafting legal opinions, memoranda and other legal documents;
7. Assist in dissemination of information on laws to Dzongkhag Election Offices to create legal awareness;
8. Maintain proper records of the Electoral Laws, Guidelines and Rules and Regulations and By-laws for reference;
9. Maintain proper records of disputes handled by the DEDSB, CEDSB and the full commission of all the elections;
10. Guide Central Election Dispute Settlement Body (CEDSB);
11. Conduct legal analysis and research on various legal matters;
12. Conduct legal research by utilizing various resources and selecting the relevant material to analyse the legal information;
13. Review the legal and Electoral Documents;
14. Identify the most pertinent and important issues and prioritize them for reviewing;

15. Assist in drawing up the formalities regarding the settlement of disputes and monitor the implementation of the legal provisions;
16. Seek legal guidance from the Office of the Attorney General (OAG) in the interpretation of the provisions of the laws;
17. Represent ECB in the court of law;
18. Assist and support the Chief/Senior Legal Officer in providing legal advice to the Dzongkhag Election Dispute Settlement Body (DEDSB);
19. Ensure proper guidance for the due process required to be followed in carrying out investigation of the disputes or cases by the investigation members of the DEDSB;
20. Assist and support Chief/Senior Legal Officer in conducting Legal related awareness and dispute settlement training to the relevant election stakeholders before any elections;
21. Supervise and assist the Media Focal Person for social media works monitoring and implementation;
22. Supervise and guide for the translation of documents from English to Dzongkha and vice versa;
23. Assist the Commission, Secretary, Departments and Divisions in any legal matters sought to back stop the Commission;
24. Work under the supervision and direction of the head of LCD; and
25. Any other tasks assigned.

3. Terms of Reference for Communication and Language Officer Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;

3. Observe traditional etiquette of Driglam Namzha;
4. Ensure adherence to national language policies in all ECB official correspondences and documentation.
5. Translate official documents, notices, public announcements, legal texts, voter education materials, and electoral guidelines from English to Dzongkha and vice versa, upon the directives of the Commission;
6. Provide accurate and timely interpretation services during meetings, press conferences, training, electoral briefings, and public forums;
7. Edit and proofread Dzongkha translations to ensure accuracy, clarity, grammatical correctness and consistency in terminology;
8. Review Dzongkha content for official publications, election forms, ballots, and reports before final dissemination;
9. Draft Dzongkha correspondences when required;
10. Ensure consistent use of approved Dzongkha electoral terminologies across all ECB materials and communications;
- 11.; In coordination with the Civic Education & Training Division, draft and translate public awareness materials for voter education campaigns in Dzongkha;
12. Ensure use of correct terminologies in the electoral education awareness materials;
13. Maintain records of all Dzongkha translations, terminologies, and related language resources used by the ECB;

14. Advise ECB officials on appropriate usage of Dzongkha in official contexts and electoral processes;
15. Conduct Dzongkha language orientation sessions for ECB staff and electoral officials as needed;
16. Facilitate preparation of FLT Question Papers and correction of answer scripts in consultation with DoECE;
17. Translate the strategy for conduct of FLT examinations, including marking system in Dzongkha;
18. Assist DoECE in conducting training for Dzongkhag FLT Examination Committee members;
19. Assist in providing Technical and Professional support to the Dzongkhag FLT Examination Committees;
20. Archive Dzongkha election reports, speeches, and public notices for institutional memory;
21. Provide support to any activities related to Dzongkha translation and productions;
22. Assist in providing Dzongkha related services as and when instructed by Commission/Secretary/Departments/Divisions;
23. Assist and support Chief/Senior Legal officers in drafting as well as translation of court judgment/verdict in Dzongkha;
24. Prepare budget proposal for the Dzongkha related activities;
25. Prepare an Individual Work Plan as instructed by the Supervisor;
26. Work under the supervision and direction of the head of the LCD; and
27. Any other tasks assigned.

4. Terms of Reference for Media Officer Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Serve as the Media Focal Person of the Election Commission of Bhutan (ECB);
5. Act as the primary source of information for all electoral events, ensuring timely responses to media inquiries and the issuance of press releases, notifications, announcements, public notifications etc.;
6. Serve as the Secretariat to the Media Arbitrator during Election Periods, facilitating smooth communication and coordination between the ECB and Office of Media Arbitrator;
7. Engage with journalists and media houses to foster positive relations and facilitate accurate reporting on electoral processes;
8. Collaborate with Departments and Divisions to ensure comprehensive and accurate responses to media queries;
9. Conduct thorough research in the field of information and media, contributing to the Commission's understanding and strategic approach to media engagement;
10. Provide advice on media materials, including recommendations for publication and dissemination strategies;
11. Coordinate with international media representatives, facilitating their access to information and resources during election periods;
12. Maintain a comprehensive archive of all media-related information, ensuring accessibility and accuracy for future reference and analysis;

- 13.Support the Supervisor of the Division by furnishing timely and relevant media-related information as needed for decision-making and strategic planning;
- 14.Plans for effective media projects;
- 15.Assist in recommending publications and documentations of approved media materials produced;
- 16.Assist in reviewing and advertising documentary films, publications and other media materials;
- 17.Trace the sources of false information, misinformation, disinformation, mal-information, etc.;
- 18.Ensure timely renewal of the newspapers, e-newspapers and related publication;
- 19.Notify the Commission about the articles, quoting the country and different organizations published in the print media as well as aired in the broadcast media;
- 20.Ensure to watch News channels of other countries during election period and report to the Commission, any news coverage on Bhutanese elections;
- 21.Assist in investigating the authenticity of the media materials produced and review the content;
- 22.Assist the implementation of projects and work plan;
- 23.Assist in organizing press conferences on elections, as and when required;
- 24.Distribute news clippings;
- 25.Assist to process, facilitate and coordinate the visit of foreign journalist and media personnel to Bhutan;
- 26.Assist production and/or facilitate production of audio-visual programs to promote or create awareness about issues of relevance to society;
- 27.Build and maintain a comprehensive print and audio-visual archive;

28. Maintains detailed documentation of all work performed, sufficient to allow independent generation of the same process and the results;
29. Assist in preparing Press Conference before the declaration of formal results of the Parliamentary and Local Government elections;
30. Assist the invited media persons for a possible Q & A session during the Press Conference;
31. Assist in drafting and editing responses of the media queries with relevant Departments and Divisions;
32. Co-ordinate to contribute news articles, stories, etc. from various Departments and Divisions for publications;
33. Assist in updating the content of RGoB web portal and the organization's website;
34. Prepare strict mechanisms to monitor political parties and candidates impersonation through use of AI tools;
35. Authenticate the sources of information floated in Face book, Twitter (X), Instagram, Youtube, WhatsApp, WeChat, Messenger, etc.;
36. Compile the electoral documents such as Notifications, Press Release, Official Correspondences, Circulars, Office orders, etc. related to election and prepare Compendium;
37. Prepare budget proposal of the media related activities, advertisement, printing, etc.;
38. Work under the supervision and direction of the head of the LCD; and
39. Any other tasks assigned.

POLICY AND PLANNING DIVISION (PPD)

1. Terms and Reference for Chief Planning Officer

Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Lead and supervise the activities of the PPD;
5. Prepare Long-term Strategic plans, Vision, Mission and Goals of the organization with concrete milestones in consultation with the Secretariat & direction of the Commission;
6. Oversee the implementation of developmental activities, plans, programmes and policies;
7. Participate in Annual & Five Year Planning and Budget Exercises;
8. Coordinate and conduct mid-term review meetings and carry out follow-up actions on policy recommendations;
9. Lead the review and validation of progress reports on the implementation of plans and programmes;
10. Establish mechanisms for monitoring and evaluating the performance of employees, Departments and Divisions' plans and programmes;
11. Prepare budget proposals and annual work plans of the PPD;
12. Initiate and coordinate the preparation of the Five-Year & Annual budget outlays of the Departments and Divisions of the ECB in consultation with the Secretariat and direction of the Commission;
13. Conduct research, analyze data, and generate insights to support evidence-based decision-making;
14. Stay informed about the progress, constraints, best practices and emerging issues/challenges relevant to the organization;

15. Initiate formulation of policies related to planning, resource management, and development activities in consultation with the Secretariat and direction of the Commission;
16. Ensure alignment of plans, programs, and policies with organizational objectives;
17. Represent the Commission in various consultative meetings and forums related to plans and policies;
18. Coordinate implementation of activities with Departments and Divisions;
19. Lead formulation of plans, including strategic, five-year, and annual plans & budget in consultation with the Secretariat & direction of the Commission;
20. Lead development of activities & mobilize resources in the form of projects and programs;
21. Take the lead role in planning, implementation, monitoring, and evaluation of all ECB activities;
22. Study and analyze information, invitation to meetings, workshops, consultations, etc. and make recommendations for participation, follow-up interventions, etc.;
23. Collaborate with election observation missions, diplomatic missions, and international organizations to promote transparency, accountability, and public confidence in electoral processes in consultation with the Secretariat & direction of the Commission;
24. Coordinate the formulation of Guidelines for preparation of Five-Year Plans and Annual Plan Targets;
25. Coordinate and carry out research and evaluation studies on important development policies and programmes of the government/agencies/organizations in consultation with the Secretariat & direction of the Commission;
26. Review, analyze, execute, evaluate various types of reports, documents, agreements, proposals, notes, etc. received from various sources including Missions, Embassies, International Organizations, Civil Society Organizations, Ministries, etc. and make recommendations to the Commission;

27. Prepare draft reports, agreements, briefing notes, minutes of meetings and any other forms of communication and documents;
28. Study and analyze international relations with other countries and advise the Commission on invitation, conference, meetings, and visits;
29. Compile soft copy of all the documents of the Departments and Divisions and archive for future reference in pursuance of the digital institution memory initiative;
30. Collaborate with DoECE & DoERIT and obtain updated data on all elections;
31. In close collaboration with DoECE, maintain the election records of the total votes secured by each contesting candidates, age-wise turnout, deployment of election officials (ROs, NOs, AROs, MOs, Security, Presiding Officers, Polling Officials, and Election Coordinators);
32. Delegate responsibilities to subordinate staff for effective coordination and implementation;
33. Look after the welfare of employees of the PPD;
34. Work directly under the supervision and direction of the Secretariat; and
35. Any other tasks assigned.

2. Terms of Reference for Senior Planning Officer Duties and Responsibilities

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Assist Chief of PPD to execute the activities of the PPD;
5. Assist preparation of Long-term Strategic plans, Vision, Mission and Goals of the organization with concrete milestones;
6. Assist in overseeing the implementation of developmental activities, plans, programmes and policies;

7. Assist in establishing the mechanisms for monitoring and evaluating the performance of employees of the ECB in consultation with concerned Departments and Divisions;
8. Assist in preparation of budget proposals and annual work plan of the PPD;
9. Accompany the Chief of PPD in the Five-Year and annual planning and budgeting exercise, whenever deemed necessary;
10. Stay informed about the progress, constraints, best practices and emerging issues/challenges relevant to the organization;
11. Initiate formulation of policies related to planning, resource management, and development initiative in consultation with the head of the PPD;
12. Coordinate implementation of activities with Departments and Division;
13. Assist in the formulation of strategic plans, including, five-year and annual plans;
14. Assist in the formulation of Guidelines for preparation of Five-Year Plans and annual plan targets;
15. Assist in reviewing, analyzing, executing, evaluating various types of reports, documents, agreements, proposals, notes, etc. received from various sources including Missions, Embassies, International Organizations, Civil Society Organizations, Ministries, etc. and prepare recommendations to the Commission;
16. Prepare draft reports, agreements, briefing notes, minutes of meetings and any other forms of communication and documents in consultation with the head of the PPD;
17. Assist in studying and analyzing international relations with other countries concerning the invitations, conference, meetings, and visits and propose recommendations for submission to the Commission by the head of the PPD;

18. Spearhead the compilation of soft copy of all the documents of the Departments and Divisions for archival;
19. Assist the Chief of PPD to obtain updated data on all elections by collaborating with DoERIT;
20. In collaboration with DoECE, maintain the records of the total votes secured by each contesting candidates, age-wise turnout, deployment of election officials (ROs, NOs, AROs, MOs, Security, Presiding Officers, Polling Officials, and Election Coordinators);
21. Compile the election reports of Chief Election Coordinators, Returning Officers and National Observers;
22. Analyze/scrutinize the reports and prepare a comprehensive agenda for discussion to refine and implement in future;
23. Initiate Learning Experience Program (LEP) after every election is concluded;
24. Assist in carrying out correspondence related to plans, programs, and projects for approval of the higher authorities;
25. Work directly under the supervision and direction of the head of the PPD; and
26. Any other tasks assigned.

3. Terms of Reference for Planning Officer Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Assist the head of the PPD in functioning his/her roles and responsibilities;
5. Assist in the preparation of Long-term Strategic plans, Vision, Mission and Goals of the organization with concrete milestones;

6. Assist in overseeing the implementation of developmental activities, plans, programmes and policies;
7. Accompany and assist the head of PPD in the Five-Year, annual planning and budgeting exercise, whenever deemed necessary;
8. Assist in coordinating and conducting the mid-term review meetings and carry out follow-up actions on policy recommendations;
9. Assist for review and validation of progress reports on the implementation of plans and programmes;
10. Assist for establishing mechanisms for monitoring and evaluating the performance of employees, Departments and Divisions' plans and programmes;
11. Assist in the preparation of budget proposals and annual work plan of the Division;
12. Support Research Officer to conduct research, analyze data, and generate insights to support evidence-based decision-making;
13. Assist formulation of policies related to planning, resource management, and development activities;
14. Assist in scrutinizing the plans, programs, and policies to ensure they are aligned with organizational objectives;
15. Assist in coordination meetings with the Directors and Heads of Departments and Divisions for effective communication and seamless implementations of the sectoral activities;
16. Assist formulation of plans, including strategic, five-year, and annual plans;
17. Assist in planning, implementation, monitoring, and evaluation of activities;
18. Assist the formulation of Guidelines for preparation of Five-Year Plans and Annual Plan Targets;

19. Provide full support to the Research Officer in carrying out research and evaluation studies on important development policies and programmes of the government/agencies/organizations;
20. Assist in preparing draft reports, agreements, briefing notes, minutes of meetings and any other forms of communication and documents;
21. Draft correspondences related to planning programs and projects;
22. Work directly under the supervision and direction of the head of PPD; and
23. Any other tasks assigned.

**4. Terms of Reference for Senior Research Officer
Duties and Responsibilities:**

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Assist Chief of PPD to execute the activities of the PPD;
5. Assist preparation of Long-term Strategic plans, Vision, Mission and Goals of the organization with concrete milestones;
6. Assist in overseeing the implementation of developmental activities, plans, programmes and policies;
7. Assist in establishing the mechanisms for monitoring and evaluating the performance of employees of the ECB in consultation with concerned Departments and Divisions;
8. Assist in preparation of budget proposals and annual work plan of the PPD;
9. Accompany the Chief of PPD in the five-year and annual planning and budgeting exercise, whenever deemed necessary;

10. Assist in the formulation of Guidelines for preparation of five-year plans and annual plan targets;
11. Stay informed about the progress, constraints, best practices and emerging issues/challenges relevant to the organization;
12. Initiate formulation of policies related to planning, resource management, and development initiative in consultation with the head of the PPD;
13. Coordinate implementation of activities with Departments and Division;
14. Assist in reviewing, analyzing, executing, evaluating various types of reports, documents, agreements, proposals, notes, etc. received from various sources including Missions, Embassies, International Organizations, Civil Society Organizations, Ministries, etc. and prepare recommendations to the Commission;
15. Prepare draft reports, agreements, briefing notes, minutes of meetings and any other forms of communication and documents in consultation with the head of the PPD;
16. Assist in studying and analyzing international relations with other countries concerning the invitations, conference, meetings, and visits and propose recommendations for submission to the Commission by the head of the PPD;
17. Assist the Chief of PPD to obtain updated data on all elections by collaborating with DoERIT;
18. In collaboration with DoECE, maintain the records of the total votes secured by each contesting candidates, age-wise turnout, deployment of election officials (ROs, NOs, AROs, MOs, Security, Presiding Officers, Polling Officials, and Election Coordinators);
19. Assist in the conduct of Learning Experience Program (LEP) after every elections;

- 20.Design and execute research studies on the electoral management and administration fields, in consultation with the Head of PPD and direction of the Commission, such as voter behavior, electoral trends, political participation, and electoral systems;
- 21.Initiate/conduct comparative studies on international best practices in election management, voting systems and technological innovations in consultation with the Head PPD;
- 22.Propose improvements to the existing policies and systems based on the evaluative studies conducted in consultation with the head of PPD and direction of the Commission;
- 23.Develop research methodologies (surveys, focus groups, case studies) in close coordination with the Research Officer and the Head of PPD;
- 24.Oversee data collection (primary/secondary) from the fields during the conduct of research studies;
- 25.Help in analyzing electoral data (voter turnout, registration, demographics, etc.) using available analytical tools;
- 26.Generate data visualizations (infographics) for preparation of election statistical reports;
- 27.Develop research manuals and standard operating procedures (SOPs) of the Research & Library Unit;
- 28.Curate a digital repository of electoral research for storage in the ECB Library for future reference;
- 29.When it is deemed appropriate and beneficial for the ECB, explore avenues to participate/attend in international conferences on election management by obtaining prior approval from the Commission;
- 30.Identify research priorities, set clear goals and allocate resources effectively to achieve the desired outcomes;

31. Provide strategic supervision to the research team, fostering a culture of collaboration, innovation, and excellence during the conduct of research;
32. Develop concept paper for the conduct of research and submit it to the Commission for approval in collaboration with the head of PPD;
33. Produce research findings and recommendations for the effective formulation of policies and programs;
34. Coordinate and implement planned research activities;
35. Ensure research findings are effectively communicated and disseminated to relevant stakeholders;
36. Facilitate knowledge translation activities to maximize the impact of research on policy, practice and society;
37. Establish mechanisms for quality assurance, data management, and compliance with regulatory standards and ethical guidelines;
38. Ensure research activities adhere to relevant laws, regulations and institutional policies;
39. Work directly under the supervision and direction of the head of the PPD; and
40. Any other tasks assigned.

5. Terms of Reference for Assistant Research Officer

Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Specialize in the area of research and must carry out research essential for problem solving through analytical skills;

5. Carry out research analysis: define and structure the problem, organize data, carry out analyses of the issue and conclude with specific action recommendations through persuasive written report;
6. Conduct extensive field studies by collecting and analyzing data on matters relating to electoral administration & system and prepare research findings for submission to the Commission by the head of PPD;
7. Facilitate in compilation, validation, interpretation of statistical data and prepare data for presentation in graphic, tabular and composition form, to produce concise programme reports whenever deemed necessary;
8. Undertake case studies in the electoral fields wherever required in consultation with the head of the PPD;
9. Produce empirical research findings and recommend alternative policies to aid executions of programmes and projects;
10. Analyze the election reports of Chief Election Coordinators, Returning Officers and National Observers and prepare the findings for presentation to the Commission by the head of the PPD;
11. Undertake comparative studies on voter turnout during elections and prepare findings and recommendations for submission to the Commission by the head of the PPD;
12. Depending on the need and directions of the Commission, undertake studies on the functioning of electoral systems at international and regional levels, best practices and propose course of actions for strengthening of existing electoral systems of the country;
13. Coordinate and carry out planned research activities;
14. Present research findings in any forums deemed necessary by the Commission;
15. Prepare budget proposal for the research activities in consultation with the head of PPD;

16. Work directly under the supervision and direction of the head of PPD; and
17. Any other tasks assigned.

**6. Terms of Reference for Liberian Assistant
Duties and Responsibilities:**

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Maintain and operate the library management system;
5. Catalog and classify books, reports, seminar papers, articles, journals, magazines, pamphlets, etc.;
6. Prepare the exhaustive list of books and other materials housed in the ECB library by Genre in separate shelves;
7. Maintain a book detailing the issue and returned status of library and for those failing to comply with deadline agreed upon while borrowing shall be reminded and ensure return of the library;
8. In consultation with the head of PPD, prepare and implement Standard Operating Procedures (SOP) for lending of library books and provisions for imposing the penalties in the event of non-compliance by the borrowers;
9. Provide information to the library user on library policies and procedures;
10. Undertake desk assessment and propose procurement of books related to Democracy and elections from international and regional Election Management Bodies (EMB) and book firms to the PPD head for seeking approval from the Commission from time to time;
11. Annually examine the conditions of the existing library books and those found tattered and/or missing pages that renders incomplete for reading/use may be proposed for disposal;

12. Maintain the inventory of furniture and office equipment furnished in the library;
13. Ensure safe keeping of the library books and shall be liable for administrative actions in accordance with ECB-SRR, if mismanagement of library is situated or found;
14. In consultation with the head of PPD, explore and operate e-library provisions for the employees of the ECB;
15. In the event there are interested individuals from outside the ECB wishing to avail library books, journals, articles, newspapers, magazines, etc. for research purposes, maybe considered in accordance with the SOP;
16. Periodically undertake the assessment of the existing infrastructure in the library and ascertain the need to replace and accordingly bring to the notice of the head of PPD;
17. Attend to the call of duty to physically escort the transportation of important materials, as and when it is necessary to be delivered in person, provided he/she is available for the duty;
18. Work under the supervision and direction of the head of the PPD; and
19. Any other tasks assigned.

HUMAN RESOURCE DIVISION

1. Terms of Reference for Chief Human Resource Officer

Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;

4. Work in close collaboration with the head of the Departments/Divisions and Dzongkhags in delivering the HR related work;
5. Oversee all aspects of HR management, besides HR policy formulation and employment relations;
6. Provide strategic direction and guidance on all matters related to HR management;
7. Prepare Division's 5-year plan, annual plan and fiscal year budget;
8. In consultation and agreement with the staff, prepare comprehensive Individual Work Plan (IWP) in alignment with the Annual Plan Targets of the Department/Division;
9. Review the ECB-SRR from time-to-time, in keeping with the evolution of the system to best suit the needs of the organization, whenever deemed necessary;
10. Formulate and implement long-term and short-term capacity development and management for the employees of the organization;
11. Co-ordinate and promote management of staff relations at all levels;
12. Implement HR initiatives in the areas of organizational development, professional development, performance and change management in alignment with organizational goals and strategy;
13. Facilitate Selection, Recruitment and Appointment of Regular, Contract, General Service Personnel (GSP), Elementary Service Personnel (ESP) as per the Staffing Strength Pattern provisioned in the Election Position Directory of ECB-SRR 2025;
14. Facilitate the conduct of selection and recruitment process for the in-service employees of the organization up to P1 (EM1) level, to fill-up the vacant positions in the organization through open competition as per the Election Position Directory staffing strength given in the ECB-SRR 2025;
15. Provide clarification on ECB-SRR to employees whenever necessary;

16. Maintain Personal Information System (PIS) or Curriculum Vitae (CV) or Biodata/profile of the employees of the organization in a database;
17. Identify training and development needs of the organization in close collaboration with the Department heads;
18. Propose adequate budget for the capacity development for Long-term & Short-term studies, and election observations;
19. Apart from RGoB funding, explore with other Agencies/CSOs/International Organization for fund mobilization and training opportunities for the employees of the organization in consultation and collaboration with the Departments and the Commission;
20. Organize workshops/seminars/conferences related to planning and capacity development of the employees of the ECB in close collaboration with PPD;
21. In consultation with the PPD, prepare comprehensive Annual Performance Targets (Annual Performance Agreements (APA)) aligning to the Five-Year plan;
22. Facilitate the designated committee to conduct the Review of the Performance Evaluations of the employees and submit the reports to the immediate supervisor for corrective measures;
23. Maintain up-to-date information of the training/seminars/workshops/conferences availed by the employees of the organization in ex-country;
24. Maintain leave records, details of promotion and transfer of employees and take necessary actions;
25. Monitor the attendance of the staff, on a daily basis, in close collaboration with Division heads;
26. Facilitate annual health screening of the employees;

27. Recognize employees' concerns and needs and provide opportunities to enhance employee morale and commitment towards better performance;
28. Facilitate and coordinate the conduct of Human Resource Committee (HRC) meetings when deemed necessary;
29. Prepare detailed minutes of HRC meeting and circulate to relevant authorities;
30. Facilitate the Chairperson of the HRC to brief the Commission on the decisions taken after every meeting;
31. Initiate a Commission level meeting on matters where HRC have not been able to take decisions;
32. Process political clearance, visa and collection of passports of the employees of the Commission nominated for attending ex-country training, studies, seminars and election observations;
33. Ensure proper maintenance of the Personal File of the employees of the Commission;
34. Ensure proper maintenance of the Personal File of the successive Commissioners and store them on a secure shelf;
35. Update personal file of the employees of the ECB either half-yearly or annually;
36. Notify the employees in advance about the due date for the next promotion and collect their Performance Evaluation Forms;
37. Facilitate in processing the post-retirement benefits of the employees;
38. Ensure timely issuance of any office orders, notifications, circulars, etc. for the employees to enable them to prepare accordingly;
39. Facilitate courtesy call by the Dzongkhag staff with the Commission, Directors and Chiefs of Divisions, if they visit ECB head office in groups;

40. Facilitate moderation exercise for the employees of the Commission to find out the progress/achievements of Individual Work Plan (IWP) for assessment/evaluation purposes;
41. Update in the website annually, the list of those employees superannuated, voluntarily retired and expired;
42. Update the personal details of the staff on the website;
43. Draft letters and other correspondence;
44. Oversee HR audits and ensure that HR practices and procedures are in fulfillment with the legal requirements;
45. Work under the supervision and direction of the Secretariat; and
46. Any other tasks assigned.

2. Terms of Reference for Human Resource Assistant

Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Assist and help implement HR initiatives in the areas of recruitment, organizational development, professional development, performance and change management in alignment with organizational strategy;
5. Maintain up to date information/statistics on Human Resource;
6. Assist in organizing workshops/seminars/conferences related to Planning and capacity development;
7. Drafting letter/correspondence related to HR activities;
8. Provide information on human resources and employment when required;
9. Assist job seekers on their queries;

10. Assist in the selection and recruitment of candidates, for employment & training;
11. Assist in the review of performance evaluations of the employees and submit the reports to the immediate supervisor for corrective measures;
12. Assist in compiling and coordinating the meetings for performance review exercise;
13. Assist in processing recruitment, selection, training and other HR related activities;
14. Maintain leave records, encashment record, transfer details of employees, annual data of staff strength and other information;
15. Maintain Personal Information System in the database;
16. Update the Personal Files of the Commission and the employees and ensure their safe custody;
17. Issue timely office orders, circulars, notification, etc.;
18. Maintain records of the ex-country studies, training, election observations, seminars, etc. availed by the employees of the ECB;
19. Assist in conducting HRC and Commission level meetings;
20. Assist for processing political clearance, visa, and collection of passports of the officials;
21. Facilitate courtesy call of the Dzongkhag staff with the Commission, Secretary, Directors and Chiefs of Division during their visits to ECB head office in groups;
22. Attend to the call of duty to physically escort the transportation of important materials, as and when it is necessary to be delivered in person, provided he/she is available for the duty;
23. Work under the supervision and direction of the head of the HRD; and
24. Any other tasks assigned.

TERMS OF REFERENCE FOR DIRECTOR OF DEPARTMENT OF ELECTORAL REGISTRATION & INFORMATION TECHNOLOGY (DERIT)

Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, policies and plans;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Harness the full potential of cutting-edge technology in consultation with the Secretariat and the Commission to enhance and streamline electoral processes, in keeping with the pace of an evolving democracy & ECB's digital roadmap, thus fulfilling the aspirations of the electorate;
5. Ensure that the Election Commission's constitutional mandate is carried out efficiently and transparently;
6. Ensure that the decisions, directives, and policies set by the Election Commission are properly communicated and implemented across all levels;
7. Work in close coordination to support electoral processes, uphold legal and ethical standards, and foster public trust and confidence in the electoral system;
8. Lead with integrity and exhibit ethical and moral behavior in everyday conduct of the business of the DoERIT;
9. Lead and manage DoERIT's staff, fostering a culture of integrity, innovation, and providing excellent services;
10. Advise the Election Commission on electoral registration and IT infrastructure needs, challenges, and innovations;
11. Ensure smooth coordination and effective communication across various Departments, Divisions, and Dzongkhag Election Offices;

12. Provide guidance and support to the Divisions under the Department;
13. Develop implementation plans for change management within the Department and build trust commitment to overcome resistance of change management;
14. Mentor, monitor and provide support to those affected by change management transition;
15. Monitor and provide regular performance feedback to motivate professional growth as well as to fulfill/achieve the planned programs of the Department;
16. Guide and supervise preparation of Five-Year plan, annual plan, individual work plans in consultation with the Secretariat and direction of the Commission;
17. Provide guidance in preparing the Department budget, monitor expenditure and supervise financial records;
18. Regularly keep the Secretary abreast of the work progress or new initiatives of the Department and Divisions;
19. Mobilize resources required for the smooth and seamless implementation of the activities within the Department in consultation with the Secretariat and direction of the Commission;
20. Promote and maintain conducive working relationships with the Commission, Secretariat, Departments, Divisions, Dzongkhags and election stakeholders;
21. Facilitate preparation of budget proposals for capacity enhancement of the staff of the Department;
22. Explore the mobilization of resources required for the smooth implementation of the electoral and capacity development programmes within the Department in consultation with the Secretariat and direction of the Commission;

23. Vet the notifications, circulars, press releases, official correspondence, etc. originating from the Divisions for onward submission to the Commission;
24. Oversee and ensure the digitization of the institutional memory of the Department;
25. Provide support and facilitate conduct of research and submit recommendations to the Commission for approval;
26. Conduct bilateral meetings with the Director of DoECE from time to time on matters concerning the wellbeing, strengthening of the organization, grievances of the employees, and other new initiatives or reforms undertaken;
27. Conduct coordination meetings with the staff of the Divisions under DoERIT and take note of their issues for appropriate follow-up actions by the Secretariat;
28. Ensure the integrity, security and efficiency of voter registration and IT systems critical for free and fair elections;
29. Provide guidance to develop and implement the Department's strategic and operational plans in line with the Election Commission's mandates;
30. Oversee the management, maintenance, and continuous updating of the eligible voters in the electoral roll system;
31. Ensure smooth facilitation of electoral services with effective and accessible voter registration for all eligible citizens;
32. Develop and enforce policies and guidelines related to voter registration, updating, verification, and validation processes in consultation with the Secretariat and direction of the Commission;
33. Ensure monitoring the Dzongkhag Election Offices on matters pertaining to the quarterly updates of the eligible voters and cleansing of the electoral roll exercises;

- 34.Ensure accuracy and completeness of the electoral rolls prior to the conduct of elections;
35. Oversee the design, development, implementation, and maintenance of IT systems and digital infrastructure supporting electoral processes, like voter's registration databases, result transmission systems, etc.;
- 36.Ensure the ICTD has the latest cybersecurity measures in place to safeguard electoral data and systems;
- 37.Lead the digital transformation of electoral services where feasible, including online registration, information dissemination platforms, and GIS-based electoral mapping in consultation with the Secretariat and direction of the Commission;
38. Oversee and ensure the ICTD has proper storage, maintenance, retrieval, backup, and disaster recovery mechanisms for electoral data;
- 39.Oversee and ensure the ICTD maintains data privacy and security protocols in compliance with electoral laws and data protection regulations;
- 40.Oversee electoral data analytics to support decision-making and improve operational efficiency through deployment of latest technologies;
- 41.Oversee voter information dissemination related to registration and IT services;
- 42.Ensure transparency in electoral registration processes with media houses, civil society organizations, political parties and candidates;
- 43.Establish a public helpdesk or call center infrastructure for voter queries and complaints;
- 44.Regularly monitor and evaluate systems and processes for efficiency and compliance;
- 45.Provide guidance and facilitate preparation of detailed reports for the ECB, government oversight bodies, and development partners where applicable;

46. Facilitate handling of electoral complaints, disputes, and violations of electoral laws, fairly and transparently in close collaboration with Legal & Communication Division (LCD);
47. Look after the wellbeing of the staff within the Department;
48. Work under the supervision and direction of the Secretariat; and
49. Any other tasks assigned.

INFORMATION TECHNOLOGY DIVISION

1. Terms of Reference for Chief Information Technology Officer Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Provide leadership in leveraging technology to enhance electoral processes, voter education, and public outreach efforts in alignment with the ECB's vision;
5. Harness the full potential of cutting-edge technology in consultation with the Director, DoERIT to enhance and streamline electoral processes, in keeping with the pace of an evolving democracy & ECB's digital roadmap, thus fulfilling the aspirations of the electorate;
6. Develop and implement the ECB's ICT strategy in alignment with electoral objectives and national ICT policies;
7. Collaborate with senior management to integrate ICT solutions into the Commission's strategic planning and decision-making processes;
8. Oversee the design, development, implementation of any required ICT based system in the ECB and supervise the maintenance of systems and infrastructure supporting electoral activities;

9. Ensure the reliability, availability, and security of ICT systems, networks, and databases during electoral events and operations;
10. Establish and monitor performance metrics and service level agreements to evaluate the effectiveness of ICT services and support functions in consultation with the Commission;
11. Formulate and enforce policies, procedures, and guidelines related to the use of ICT in electoral processes, ensuring compliance with legal and regulatory requirements in consultation with the Commission;
12. Collaborate with relevant stakeholders to develop standard protocols for data security, privacy, and transparency in electoral operations in consultation with the Commission;
13. Liaise with government agencies, electoral stakeholders, and technology partners to foster collaboration and knowledge-sharing on ICT best practices and innovations under the directives of the Commission;
14. Represent the ECB in national and international forums related to ICT in elections, advocating for the adoption of technology-enabled solutions to enhance electoral integrity and participation under the guidance of the Commission;
15. Develop and implement training programs for ECB staff and electoral stakeholders on the use of ICT tools and systems, including voter registration software, electronic voting machines, and results management platforms;
16. Provide technical assistance and support to election officials and IT personnel during electoral events, ensuring smooth and efficient ICT operations;
17. Identify and mitigate ICT-related risks and vulnerabilities that may impact electoral processes, such as cyber threats, data breaches, and system failures;

18. Develop and implement disaster recovery and business continuity plans to ensure the resilience of ICT infrastructure and services during emergencies or contingencies;
19. Ensure all the data and records of the elections conducted thus far, are properly maintained in a secure web page/portal/server for enhancing the institutional memory of the ECB and future reference;
20. Ensure the back-up database storage is well maintained and all the data can be retrieved for use when required;
21. Ensure that up-to-date information and content related to social media, websites, and any audio-visual materials of the ECB are uploaded for public viewing on a timely basis with prior approval from the Commission;
22. Extending all ICT related services to the ECB;
23. Plan and prepare the specifications of cost-effective information technologies;
24. Support management practices and re-engineering initiatives;
25. Formulate and implement Information Technology and Knowledge Management Strategy to guide the organization's future directions;
26. Develop Postal Ballot delivery system in consultation with DoECE, including overseas;
27. Ensure relevant officials are involved for any election related trainings programs proposed by ICTD;
28. Prepare & generate error-free Electoral Roll prior to the conduct of elections;
29. Prepare comprehensive list of the Postal Voters including overseas for all elections;
30. Work under the supervision and direction of the Director of DoERIT; and
31. Any other tasks assigned.

2. Terms of Reference for Deputy Chief Information Technology Officer Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Assist in facilitating the implementation of work plan;
5. Plan, coordinate and launch effective systems in support of core organizational functions;
6. Write research papers, briefs, reports and discussion materials;
7. Assist in negotiations for software purchases with vendors;
8. Assist in research and development of new approaches to database design and analytic methods;
9. Formulate new or revise existing systems under the direction of Chief;
10. Prepare flowcharts of procedures and block diagrams;
11. Consult with Division representatives on objectives, requirements and effectiveness of proposed and existing ICT based systems;
12. Ensure the stable operation of the in-house computer software systems;
13. Secure system by developing system access, monitoring control, and evaluation; establish and test disaster recovery policies and procedures and complete back-ups;
14. Analyze and resolve end user software program connectivity issues in a timely and accurate fashion and provide end user training where required;
15. Carry out timely upgrade and update of system by testing, monitoring, evaluating, and installing latest software features;
16. Evaluate and/or recommend purchases and have a strong influence on the purchasing process relating to ICT infrastructure;
17. ~~Administer a mid-sized site or assist in the administration of a larger site;~~

18. Assist in designing and maintaining physical network architecture & infrastructure, deploy latest security measures both at the server and client side;
19. Ensure the stable operation of the in-house computer network. This includes planning, developing, installing, configuring, maintaining, supporting and optimizing all network hardware, software and communication links;
20. Assist in developing and implementing network system and user security requirements;
21. Assist in analyzing network workload, monitoring performance and diagnosing problems;
22. Assist in evaluating the productivity implications of upgraded servers and analyze the computer and information needs of the organization;
23. Work with application development staff to develop database architecture, coding standards, and quality assurance policies and procedures;
24. Develop, implement, and maintain change control and testing processes for modifications to databases;
25. Assist in designing and implementing ~~redundant~~ systems, policies, and procedures for disaster recovery and data archiving to ensure effective protection and integrity of data assets;
26. Conduct research and make recommendations on database products, services, protocols, and standards in support of procurement and development efforts;
27. Translate system specifications and requirements into program code and database structures, implement design functionality;
28. Analyze output products and debug source code to isolate and correct errors in program logic, syntax, and data entry, and to ensure accuracy and efficiency;

29. Conduct code reviews and unit-level testing. Develop and maintain unit-level test plans and recommend for improvements;
30. Implement security techniques designed to preclude unauthorized access to computer data and to reduce computing resource misuse;
31. Design, develop, maintain, and execute test plans for formal qualification testing, system integration testing, regression testing and verification, validation and acceptance testing;
32. Build the operations end of the organization's website and keep them functioning smoothly;
33. Ensure design, build and implement new web pages and sites whenever required;
34. Coordinate the planning, maintenance and accessibility of the website content in a way that ensures consistency of the website's look and feel;
35. Integrate sites with back-end applications, migrating legacy applications to the web;
36. Perform day-to-day administration of the organization's web portfolio;
37. Ensure correct information is uploaded in the signage for public viewing;
38. In close collaboration with DoECE, compile the election results (Parliamentary, Local Government and Bye-elections) and document them properly in a well secured database system;
39. Ensure time-to-time reminders to all Heads of Departments and Chiefs of Division for continuous uploading of new documents in the respective data portal for institutional memory;
40. Facilitate oversea postal ballots and maintain the record for future reference;
41. Work under the supervision and direction of the head of ITD; and
42. Any other task assigned.

3. Terms of Reference for Assistant Information Technology Officer

Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Assist and apply fundamental concepts, practices, procedures and existing policies and guidelines in specialized areas of information technology;
5. Assist the implementation of work plan;
6. Assist in the writing of research papers, briefs and reports, discussion materials;
7. Maintain records and documents related to the specific services provided;
8. Assist in designing computer application programs;
9. Assist in program design, coding and program testing;
10. Develop block diagrams and machine logic flowcharts to represent operations and data flow for routine applications;
11. Assist in preparing test data and written instructions for computer operations;
12. Assist in integrating new technologies into the web environment;
13. Train the users in utility tools;
14. Assist in troubleshooting network problems and correcting operational difficulties;
15. Assist in capacity monitoring, tuning and administration of the network;
16. Assist in the regulation of access to various files and databases;
17. Perform daily backups and updates of files and other utility programs;
18. Assist in troubleshooting networks to identify and correct malfunctions and other operational difficulties;
19. Assist with reconfiguration, up gradation and troubleshoot computer hardware and computer network;

20. Provide users with technical support;
21. Manage user accounts (desktop, email) and project mailing lists;
22. Manage software by ensuring license compliance and procuring new software;
23. Prepare users by designing and conducting training programs; providing references and support;
24. Assist in upgrading systems by developing, testing, evaluating, and installing new software features;
25. Assist in planning, designing, developing and launching effective information systems and operation systems in support of core organizational functions;
26. Assist in research and development of new approaches to database design and analytic methods;
27. Assist in formulating new or revising existing systems;
28. Assist in preparing flowcharts of procedures and block diagrams;
29. Assist in analyzing program requirements for a specified task and develop methods to provide the appropriate solutions;
30. Assist in the preparation of presentations and follow-up of proposals.
31. Assist in creating databases for new program development;
32. Assist in creating database logins/roles and assign right for internal and external applications to use the database;
33. Review table structure/schema changes proposed by the development team;
34. Support the Division in assuring quality control, standardization, change management, and strategic planning for all database systems;
35. Tune and monitor database environments to increase processing, performance and manage space utilization to ensure production procedures are optimally tuned;

36. Assist in monitoring database system details within the database, including stored procedures and execution time, and implement efficiency improvements;
37. Design creative, cost effective solutions for websites, publications, charts, newsletters, etc;
38. Support the Division in creating alternative designs and information on techniques of production, project specifications, graphic content, and media requirements;
39. Maintain, modify and update existing websites. Keep website current, determine sources and compile information for updates and inputs;
40. Assist in website design, editing and developing content of site;
41. Identify, evaluate and solve website problems;
42. Tests and evaluate web pages for accuracy and functionality;
43. Work under the supervision and direction of the head of ICTD; and
44. Any other task assigned.

4. Terms of Reference for Information Technology Associates

Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Assist in the planning and coordination of the delivery of IT security awareness training program for end users at all levels in the organization;
5. Provide support in updating the organization's contingency or disaster recovery plans aimed at responding to new security requirements and present update plans to the Senior Technical Associate for review and approval;

6. Maintains a record of all hardware/software procured and a document of security issues the organization faced/faces;
7. Perform other duties of a similar nature or level;
8. Assist in the development and implementation of network security architecture and technology;
9. Perform installation and troubleshooting of operating system security software and hardware;
10. Identify and specify information system requirements associated with migrations to new environments;
11. Perform routine troubleshooting and maintenance of the network security and hardware;
12. Assist in the development of specifications to ensure compliance with security requirements at the system or LAN level;
13. Analyze network efficiency by conducting network tests and running diagnostics to forecast performance thresholds;
14. Monitor and report on network traffic, usage and performance;
15. Assist in determining appropriate architecture, topology, and transmission requirements for installing voice, data and/or video applications;
16. Assist in the development of basic interface programs;
17. Perform routine network maintenance;
18. Assist in collecting information to analyze and evaluate existing or proposed systems;
19. Prepare detailed flowcharts and diagrams outlining systems capabilities and processes in terms which managers or non-data-processing personnel can understand;
20. Assist in preparing specifications for programmers to follow e.g. detailed descriptions of records, files and documents used in processing;

21. Participate in team designing, testing, and implementing software;
22. Maintain and update the digital institutional memory of the ECB;
23. Assist DoECE during the entire election period;
24. Work under the supervision and direction of the head of ICTD; and
25. Any other task assigned.

ELECTORAL REGISTRATION & DELIMITATION DIVISION

1. Terms of Reference for Chief IT Officer

Duties and Responsibilities:

2. Fully acquaint and familiarize with the electoral laws, plans and policies;
3. Adhere to the election code of conduct;
4. Observe traditional etiquette of Driglam Namzha;
5. Provide technical support services to the Delimitation Commission;
6. Maintain the relevant record and documentation necessary for the process of delimitation, Delimitation Commission and correspondences;
7. Coordinate Geographic Information System (GIS) works;
8. Ensure that the delimitation process adheres to constitutional provisions, and relevant electoral laws and orders of the Delimitation Commission;
9. Gather relevant demographic and geographic data, primarily from the latest census;
10. Ensure each constituency has, as far as possible, a uniform population size;
11. Analyze population distribution to ensure equitable representation across constituencies;
12. Prepare the schedule of the delimitation process as per the delimitation guidelines;
13. Report writing on preliminary suggestions from Dzongkhags;

14. Preparation of First Draft report of the suggestions received from the Dzongkhags;
15. Schedule public hearings in coordination with respective Dzongkhag Electoral Officers;
16. Collect and compile information from the Dzongkhag Electoral Registration Officer and maintain delimitation database;
17. Preparation of the final delimitation reports;
18. Presentation of final delimitation reports to the Delimitation Commission members;
19. Drafting of final delimitation orders and maps;
20. Maintain the uniform and correct names of the Dzongkhags, Thromdes, Gewogs, Chiwogs and Villages in both English and Dzongkha;
21. Supervise and guides Delimitation tasks in the Dzongkhags;
22. Ensure the uniform use of spellings of the names of the Dzongkhags, Thromdes, Gewogs, Chiwogs and Villages are implemented across the country;
23. Publication of the names of the Dzongkhags, Thromdes, Gewogs, Chiwogs and Villages in both Dzongkha and English for uniform implementations;
24. Work closely with relevant Ministries, Dzongkhag Administrations, Local Governments, and Survey Department under the National Land Commission of Bhutan for accurate data and implementation;
25. Maintain proper documentation of decisions, data, and communications;
26. Prepare error-free Electoral Rolls of the entire country;
27. Prepare comprehensive list of the Polling Stations;
28. Ensure timely release of Electoral Roll for all elections;
29. Preparation of comprehensive list of the Postal Voters including overseas for all elections;
30. Ensure involvement of DoECE staff for delimitation exercise, GIS and any election related trainings programs proposed;

31. Work under the supervision and direction of the head of Electoral Registration & Delimitation Division (ERDD); and
32. Any other tasks assigned.

2. Electoral Registration Assistant

Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Assist the Registration Division to fulfill the responsibilities related to electoral registration and delimitation exercises in keeping with the directions of the head of the Division/Director;
5. Distribute the data related to Electoral Rolls (E-Roll) obtained from Department of Civil Registration & Census (DCRC) on quarterly basis, to the respective Dzongkhag Election Offices for updating;
6. Assist in assessing the E-Roll update status by Dzongkhag Election Offices and wherever necessary, help in updating the E-Roll;
7. Assist the Registration Division in mapping the E-Rolls into Constituencies and Polling Stations;
8. Assist in archiving of electoral documents of the Division for institutional memory initiative;
9. Assist in carrying out preliminary/preparatory activities related to delimitation of electoral boundaries as per the directions of the head of the Division;
10. Undertake daily routine tasks of the Division such as drafting official correspondences, note sheet, inter office memos, etc.;

11. Render necessary support services, when called upon, in terms of dispatching of election materials to the Dzongkhag Election Offices;
12. Attend to the call of duty to physically escort the transportation of important materials, as and when it is necessary to be delivered in person, provided he/she is available for the duty;
13. Assist in operation of postal ballot facilitation (registration, updating, packing, dispatch, etc.);
14. Work under the supervision and direction of the head of the ERDD; and
15. Any other tasks assigned.

TERMS OF REFERENCE FOR DIRECTOR OF THE DEPARTMENT OF ELECTION AND CIVIC EDUCATION (DoECE)

Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, policies and plans;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Ensure that the Election Commission's constitutional mandate is carried out efficiently and transparently;
5. Ensure that the decisions, directives, and policies set by the Election Commission are properly communicated and implemented across all levels;
6. Work in close coordination to support electoral processes, uphold legal and ethical standards, and foster public trust and confidence in the electoral system;
7. Lead with integrity and exhibit ethical and moral behavior in everyday conduct of the business;
8. Provide guidance and support to the Divisions under the Department;

9. Develop implementation plans for change management within the Department and build trust commitment to overcome resistance of change management;
10. Mentor, monitor and provide support to those affected by change management transition;
11. Monitor and provide regular performance feedback to motivate professional growth as well as to fulfill/achieve the planned programs of the Department;
12. Guide and supervise preparation of 5-year plan, annual plan, individual work plans;
13. Provide guidance in preparing Department budget, monitor expenditure and supervise financial records;
14. Regularly keep the Secretary abreast of the work progress or new initiatives of the Department and Divisions;
15. Mobilize resources required for the smooth and seamless implementation of the electoral activities within the Department;
16. Promote and maintain conducive working relationships with the Commission, Secretariat, Departments, Divisions, Dzongkhags and election stakeholders;
17. Oversee the planning, organization, and conduct of Parliamentary, Local Government, Bye-elections and National Referendum in consultation with the Secretariat and directives of the Commission;
18. Ensure the smooth operation of electoral processes in accordance with electoral laws and regulations;
19. Oversee logistical and administrative arrangements for the smooth conduct of Parliamentary, Local Government, Bye-elections and National Referendum in accordance with guidance of the Secretariat and Commission;
20. Guide and supervise the implementation of electoral programmes undertaken or initiated by the Dzongkhag Election Offices;

21. Explore the mobilization of resources required for the smooth implementation of the electoral and capacity development programmes within the Department;
22. Communicate effectively on matters pertaining to electoral programmes or when Ministries/Agencies/CSOs seek clarifications in consultation with the Secretariat and the Commission;
23. Guide and oversee the development of civic education module and implement voter education programmes to inform citizens about their electoral rights and voting procedures.
24. Oversee and ensure to disseminate information on electoral activities through various media, outreach programs, and civic campaigns in consultation with the Secretariat and Commission;
25. Ensure to collaborate with stakeholders such as media, civil society organizations, and educational institutions on civic education initiatives in consultation with the Secretariat and Commission;
26. Ensure strict adherence to electoral laws, code of conduct, and campaign finance regulations by the political parties and contesting candidates;
27. Oversee the monitoring of political parties and contesting candidates' activities and election campaigns in accordance with the directives of the Commission;
28. Facilitate handling of electoral complaints, disputes, and violations of electoral laws, fairly and transparently in close collaboration with Legal & Communication Division (LCD);
29. Oversee and facilitate election coordination meetings, the training for election officials, Security Personnel and their appointments in consultation with the Secretariat;
30. Explore capacity development opportunities within the Commission and partner institutions for effective election and civic engagement operations;

31. Liaise with political parties, candidates, government agencies, security services, international observers, and civil society groups in accordance with the directives of the Commission;
32. Assist the Secretariat in coordinating election observation missions and reporting mechanisms;
33. Oversee the compilation, analysis, and publication of election results;
34. Prepare reports on conduct of elections, challenges, and recommendations for future improvements;
35. Guide and facilitate submission of reports, statistics, and election returns after each electoral event to the Commission and for future records;
36. Vet the notifications, circulars, press releases, official correspondences, etc. originating from the Department;
37. Manage electoral data systems, including digital voter registration and result management systems in collaboration with DERIT;
38. Collaborate with DoERIT to enhance cybersecurity and ensure data protection measures are in place for electoral data;
39. Conduct meetings with the Director of the DoERIT and Secretariat from time to time on matters concerning wellbeing, strengthening of organization, grievances of employees, and other new initiatives or reforms;
40. Look after the wellbeing of the staff within the Department;
41. Oversee the realistic election budget proposal, disbursement plans to the Dzongkhag election offices and security personnel;
42. Oversee the preparation of budget proposal for conduct of Bye-elections and Functional Literacy & Possession of Skill Test (FLT);
43. Ensure preparedness and contingency planning for election-related emergencies; and
44. Any other tasks assigned.

CIVIC EDUCATION & TRAINING DIVISION

1. Terms of Reference for Chief Program Officer

Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Assist the Commission and Department in the discharge of the duties and responsibilities;
5. Formulate five-year plans, program policies & strategies, project proposal programs and ensure their implementation;
6. Finalize programs and activities with the head of the Department;
7. Ensure/carry out supervision and monitoring of the program activities;
8. Ensure preparation of reports of program activities as required by the government/donor agencies;
9. Co-ordinate with other relevant agencies in the government and outside the government on sector issues;
10. Conduct research in the specific program areas;
11. Manage performance and professional development of the staff of the Division;
12. Prepare annual work plan and budget proposals;
13. Ensure effective control and efficient use of resources available to the Division;
14. Review the Guideline/Modules for the conduct of Civic and Voter Education Programs;
15. Initiate the conduct of Civic and Voter Education Programmes during Non-election period and Election period;
16. Spearhead the conduct of training for the Returning Officers, National Observers, Assistant Returning Officers and Micro Observers;

17. Prepare comprehensive reports of the Civic and Voter Education programmes executed;
18. Initiate celebration of National Voters' Day coinciding with the International Democracy Day;
19. Monitor and assess the activities carried out by the Democracy Clubs;
20. Initiate and conduct Coordination meetings with the Democracy Club Coordinators as and when necessary;
21. Assist the Election Operation Division in reviewing the electoral documents;
22. Facilitate producing electoral education awareness materials including audio-visual and short clips;
23. Supervise, monitor and evaluate the performance of the staff;
24. Maintain and document records of all activities and programmes performed by the Division in digital format or soft copy and archive them for future usage/reference;
25. Draft a letter and other correspondence of the Department/Commission;
26. Initiate sensitization program for the aspiring National Council candidates about the electoral laws and other requirements required for contesting in the elections;
27. Work under the supervision and direction of the Director of DoECE; and
28. Any other task assigned.

2. Terms of reference for the Deputy Chief Program Officer

Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;

4. Assist the Chief Programme Officer (CPO) and Director of the Department in the discharge of duties and responsibilities;
5. Assist in the formulation of five-year plans, project proposal for programs and ensure the implementation;
6. Consult with the Director and CPO and finalize the programmes and activities;
7. Ensure carrying out supervision and monitoring of the activities;
8. Ensure preparation of reports of programme activities as required by the government/donor agencies;
9. In absence of CPO, coordinate with other relevant agencies in the government and outside the government on sector issues;
10. Conducts research in specific programme areas;
11. Manage performance and professional development of the staff of the Division;
12. Assist in preparing annual work plans and budget proposals;
13. Undertake review of the Guideline/Modules for the conduct of Civic and Voter Education Programmes;
14. Assist and undertake the conduct of Civic and Voter Education Programmes during Non-election period and Election period;
15. Assist CPO in conducting training for the Returning Officers, National Observers, Assistant Returning Officers and Micro Observers;
16. Assist in preparing comprehensive reports of the Civic and Voter Education programmes executed;
17. Assist in preparing guidelines to facilitate celebration of National Voters' Day (NVD);
18. Monitor and assess the activities carried out by the Democracy Clubs;

19. Assist the conduct of coordination meetings with the Democracy Club Coordinators as and when necessary;
20. Help the Election Operation Division in review of the electoral documents;
21. Undertake the production of electoral education awareness materials including audio-visual and short clips;
22. Supervise, monitor and evaluate the performance of the staff;
23. Maintain and document records of all activities and programmes performed by the Division in digital format or soft copy as well as in hard copy and archive them for future usage/reference;
24. Draft a letter and other correspondence of the Department/Commission;
25. Assist in coordinating sensitization programme for the aspiring National Council candidates about the electoral laws and other requirements required in contesting the elections;
26. Work under the supervision and direction of the head of CETD; and
27. Any other tasks assigned.

3. Terms of Reference for Assistant Program Officer Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Assist the Director, Chief Program Officer (CPO), and Deputy Chief Program Officer in the discharge of his/her functions;
5. Assist in the preparation of plans and programmes for the Division;
6. Prepare and implement annual work plan under the guidance of CPO;
7. Assist to review the Strategy or Modules of Civic and Voter Education program;

8. Assist and support conducting training for Returning Officers (ROs), National Observers (NOs), Assistant Returning Officers (AROs) and Micro Observers (MOs);
9. Assist for the preparation of schedules and the conduct of general Civic and voter education for all types of elections in coordination with the other Departments and Divisions;
10. Liaise with other Departments and Divisions to obtain their support services for providing training or refresher courses to the election officials;
11. Be part of the Election Operation Division during the election period to carry out electoral responsibilities;
12. Assist and support for developing Plan of Action for the smooth function of the Democracy Clubs (DC);
13. Compile the reports of the activities initiated by the DC and present them to the Commission;
14. Assist and support in coordinating the celebration of the National Voters Day (NVD) on 15th September of every year and prepare a comprehensive report and present it to the Commission;
15. Compile the feedback, suggestions/recommendations provided by the participants from the training or Civic Education Program attended;
16. Assist PPD in organizing the Learning Experiences Program (LEP) every after the subsequent elections conducted. Further, every after the completion of Civic Education Program during Non-election period;
17. Assist and support to develop electoral education awareness materials for Parliamentary and Local Government Elections;
18. Guide Audio-visual technician to compose election-related songs and short clips for creating awareness on electoral processes;

19. Guide Audio-visual Technician to develop script in both Dzongkha and English for electoral education advocacy (short play);
20. Render necessary help to the Election Operation Division, Legal Communication Division and PPD while reviewing the electoral documents;
21. Assist the Election Operation Division in compiling the election results;
22. Prepare reports on the specific program;
23. Monitor and supervise the specific program activities assigned by Chief Program Officer and Dy. Chief Program Officer;
24. Coordinate other programs with relevant election stakeholders;
25. Conduct research related to Civic and Voter education;
26. Conduct general awareness in the relevant program areas;
27. Facilitates in-country training program in related fields;
28. Work under the supervision and direction of the head of CETD; and
29. Any other tasks assigned.

4. Terms of Reference for Audiovisual Technician Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. He/she must be technically competent on operations and handling of Audio-Visual (AV) equipment;
5. Ensure all AV elements supporting the electoral process, from voter awareness education videos to result declarations are professionally recorded under the supervision and guidance of Chief of Civic Education and Training;

6. Produce education and awareness materials using multimedia for civic and voter education programmes under the supervision and guidance of the Chief of Civic Education and Training;
7. Maintain AV equipment such as microphones, speakers, projectors, video conferencing tools, cameras, recording devices, and display screens in the required venues;
8. Ensure high-quality sound and video output for elections-related events, meetings, seminars and training sessions;
9. Install, configure and test-run audio-visual equipment for ready use;
10. Assist the CETD in script writing, composing election related songs for MTVs, acting and direction in the filming of videos for electoral awareness programmes;
11. Make necessary revision, editing of videos, audio and graphic content for voter education campaigns, public announcements and training programmes, when such directions are rendered by the Commission;
12. Collect and archive audio-visual records of election-related events for future reference and institutional memory in close collaboration with DoERIT;
13. Inspect and ensure safe keeping of AV equipment;
14. Maintain proper list of equipment and its accessories in the inventory system;
15. Maintain separate register with details of proper handing/taking record, when issued to other officials, requiring it for official purposes;
16. Work closely with ICT officials, media focal person and relevant election officials for producing electoral awareness AV clips;
17. Ensure all AV activities and content comply with electoral laws and media guidelines;
18. Perform regular maintenance, servicing, and calibration of AV equipment;

19. Recommend procurement or upgrade of equipment as needed/required;
20. Intimate budget requirements related to procurement, upgrading, and maintenance of AV equipment to the head of Division for incorporation in the annual budget proposal;
21. Serve under the supervision and direction of the head of the CETD; and
22. Any other tasks assigned.

5. Terms of Reference for Program Assistant
Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Assist the Civic Education and Training Division (CETD) in discharge of routine functions;
5. Assist in preparing the schedule, venues and logistical arrangements for Civic and Voter Education Programmes (CVEP) by liaising with respective Dzongkhag Election Offices;
6. Assist in coordinating the training programmes for Returning Officers (ROs), Assistant Returning Officers (AROs), National Observers (NOs) and Micro Observers (MOs) prior to the calling of elections;
7. Assist in filing, archiving and retrieving documents of the Division in the institutional memory initiative;
8. Maintain and manage office supplies of the Division;
9. Compile the CVEP related reports and training materials (PPT, Audio, Videos, Theme Songs, etc.) for future references;

10. Assist and support Audio-Visual Technician in carrying out responsibilities of production of election related advisory materials (Banners, Posters, Messages, etc.);
11. Attend to the call of duty to physically escort the transportation of important materials, as and when it is necessary to be delivered in person, provided he/she is available for the duty;
12. Work under the supervision and direction of the head of the Division; and
13. Any other tasks assigned.

ELECTION OPERATION DIVISION

1. Terms of Reference for Chief Election Officer Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Manage and lead the Election Operation Division (EOP);
5. Assist Director and Commission in the discharge of the functions;
6. Schedule the conduct of Parliamentary, Local Government (LG) and Bye-elections, as well as holding of National Referendums in a free and fair manner;
7. Prepare Department and Division's 5-year plan, annual plan and fiscal year budget;
8. In consultation and agreement with the staff, prepare comprehensive Individual Work Plan (IWP) in alignment with the Annual Plan Targets of the Department/Division;
9. Initiate Capacity Development Programmes for the staff of the Department, Division and Dzongkhag Election Offices in consultation with the Human Resource Division (HRD) as per the approved budget available for the programmes;
10. Spearhead the conduct of Bye-elections to Parliament and Local Government as and when the casual vacancies arise;

11. Collect the list of the officials from the Ministries, Dzongkhags, Agencies, etc. for deployment as Returning Officers (ROs), National Observers (NOs), Assistant Returning Officers (AROs), and Micro Observers (MOs) in different Constituencies/Demkhongs and Dzongkhags;
12. Draft Public Notification for the conduct of Parliamentary, Local Government and Bye-elections and submit to the Commission for approval;
13. Propose an auspicious date for submission to His Majesty The King of Bhutan for receiving/granting Royal Decree for holding the elections;
14. Issue Public Notification for the conduct of Parliamentary, Local Government and Bye-elections upon approval by the Commission;
15. Coordinate and facilitate the appointment of election officials (ROs, NOs, AROs, and MOs) for conducting Parliamentary and Local Government elections upon approval by the Commission;
16. Draft and issue appointment orders for Election Coordinators (Chief Election Coordinators, Dy. Chief Election Coordinators, and Gewog Election Coordinators) for conducting the Parliamentary, Local Government and Bye-elections;
17. Draft and issue press release for the declaration of formal results of the Parliamentary, Local Government and Bye-elections upon approval by the Commission;
18. Draft and issue public notification pertaining to the transfer of Mitsi and Deregistration from the political party concerned to meet the durational requirement of one year cooling period;
19. Compile requisitions of the election materials received from Dzongkhag Election Offices required for Parliamentary, Local Government and Bye-elections, scrutinize them and submit it to the AFD;
20. Follow-up with AFD and ensure timely deliveries of all the election materials and equipment to the respective Dzongkhag Election Offices for further distribution or handing/taking over to the ROs;
21. Ensure to maintain the data/profile of the ROs, NOs, AROs and MOs;

22. Ensure to maintain comprehensive records of the elections and archive them for future references in close collaboration with DERIT;
23. Mentor DzEOs and the staff of the Election Operation Division;
24. Supervise, mentor, assess and evaluate the performance of the DzEOs and Staffs of the Election Operation Division;
25. Assist Civic and Electoral Education Division for the conduct of ROs, NOs, AROs and MO's training;
26. Review the existing Polling Stations and either relocate or downsize upon the recommendations of the DzEOs for the convenience of the voters;
27. Coordinate and facilitate the conduct of Functional Literacy & Possession of Skill Test (FLT) for the aspiring candidates intending to contest for the positions in the Local Government/Bye-elections;
28. Ensure to coordinate with the relevant/oversight agencies (*Anti-Corruption Commission, Royal Audit Authority, Credit Information Bureau, Department of Revenue & Custom, and Royal Bhutan Police*) and facilitate the candidates, intending to contest in the Parliamentary Elections and different positions in the Local Government elections;
29. Recommend immediate subordinate staff to compete for higher studies and training as and when the slots are available;
30. Attend ad hoc meetings organized within the organization as well as by other agencies;
31. Coordinate the conduct of Coordination meetings with the relevant Election Stakeholders at the national level prior to the conduct of Parliamentary and Local Government Elections;
32. Review of the Public Debate Guidelines;
33. Facilitate the conduct of Public Debates for the Presidents & Vice-Presidents and candidates of the political parties and Thrompon in consultation and collaboration with the Bhutan Broadcasting Service (BBS);

34. Compile the feedback of the Public Debates and submit it to the Commission for advice and comments;
35. Facilitate and assist in the conduct of elections for various posts beside Parliamentary and Local Government Elections (*Chairperson and Deputy Chairperson of the National Council, Speaker and Deputy Speaker of the National Assembly, Councilors of Tertiary Institutions, School Captains, Chairperson of other associations, etc.*);
36. Review and scrutinize the budget proposal received from the Dzongkhags for the conduct of the Parliamentary, Local Government & Bye-elections and FLTs, and submit to the AFD for onward submission to the Department of Planning and Budget;
37. Prior to holding Parliamentary and Local Government Elections, coordinate conducting coordination meetings with the officials of ECB Hq and Dzongkhag Election Offices, in consultation with the PPD and Civic & Electoral Education Division for effective and seamless conduct of the elections;
38. Ensure to issue appreciation letters to ROs, NOs, AROs, MOs, Election Coordinators and Security Officers, under the seal and signature of the Chief Election Commissioner of Bhutan;
39. Provide Election and FLT Certificates to those successful candidates;
40. Provide clear directives to the Dzongkhag Election Offices for the safe storage of the election materials in a secure room after the completion of the elections;
41. Draft a letter and other correspondence as instructed or directed by the Commission, Secretary, Directors and others;
42. Documentation/archiving of electoral documents/information/data for future reference in digital form or hard copy;
43. Work under supervision and direction of the Director of DoECE; and
- 44.** Any other tasks assigned.

2. Terms of Reference for Assistant Election Officer

Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Assist the Director and Chief Election Officer in the discharge of his/her functions;
5. Assist the Chief Election Officer in the preparation of plans and programs for the Division;
6. Assist Chief Election Officer in the conduct of free, fair, and democratic elections to Parliament and Local Government including Bye-elections;
7. Assist Chief Election Officer in supervising the implementation of Programmes and Projects of the Dzongkhag Election Offices;
8. Collect and compile the list of the officials from various agencies for appointments as Returning Officers (ROs), National Observers (NOs), Assistant Returning Officers (AROs) and Micro Observers (MOs) for the conduct of the Parliamentary, Local Government and Bye-elections;
9. Assess the state of readiness and progress of preparatory activities for the conduct of elections;
10. Ensure to maintain inventory of the Election Operation Division (EVMs, Office Equipment, Furniture, etc.);
11. Assist for the safe storage of EVMs, Ballot Papers and Election materials in consultation with the AFD;
12. Maintain the profile of the contesting candidates of parliamentary and local government including ye-elections;

- 13.Ensure to update and archive the electoral documents from time to time for future reference;
- 14.Visit Dzongkhag Offices and gather/collect or understand the potential problems that may impact parties and candidates' ability to compete at the elections;
- 15.Participate as polling officials in some of the nearby Dzongkhags to understand and gain experiences of actual voting procedures, the management of the polling stations and its arrangement;
- 16.Review the electoral documents assigned by the Director and Chief Election Officer;
- 17.Assist Chief Election Officer for the placement of Returning Officers, National Observers, Assistant Returning Officers and Micro Observers;
- 18.Assist Chief Election Officer in processing the Integrity Vetting Report (IVR), Non-Performing Loan (NPL) documents of the contesting candidates from Anti-Corruption Commission (ACC) and Credit Information Bureau (CIB) under Royal Monetary Authority of Bhutan (RMA);
- 19.Verify the educational qualification of the candidates contesting for Parliamentary Elections and for the post of Thrompon;
- 20.Assist the Chief Election Officer in compilation of the elections results of Parliamentary, Local Government and Bye-elections;
- 21.Assist in conducting the nation-wide Functional Literacy and Possession of Skill Test (FLT) as well as before the conduct of Bye-elections;
- 22.Receive the FLT answer scripts and evaluate;
- 23.Maintain and update the list of FLT certificate holders in the database;
- 24.Collect the list of the eligible Postal Voters (In-Country & Oversea) in consultation with the DoERIT;
- 25.Issue Election Certificates and FLT Certificates to the successful candidates;

26. Assist Chief Election Officer in facilitating the conduct of Public Debate in close collaboration with the Bhutan Broadcasting Service (BBS);
27. Assist the Civic and Electoral Education Division in providing training for ROs, NOs, AROs and MOs;
28. Assist distribution of election materials to the Dzongkhag Election Offices in coordination with the AFD;
29. Collect election data after every election and forward it to the Research officer;
30. Prepare Individual Work Plan (IWP) in alignment with the Five-Year plan and annual plan of the Division;
31. Assist in establishing the National Counting Centre in collaboration with BBS and DoERIT;
32. Draft a letter and other correspondence as instructed by the Commission, Secretary, Directors, Departments and Divisions;
33. Work under the supervision and direction of the head of Election Operation Division (EOD); and
34. Any other tasks assigned.

PUBLIC ELECTION FUND DIVISION

1. Terms of Reference for Chief of Election Public Fund Manager

Duties and Responsibilities:

1. Fully acquaint and familiarize with the electoral laws, plans and policies;
2. Adhere to the election code of conduct;
3. Observe traditional etiquette of Driglam Namzha;
4. Manage Public Election Fund under the supervision of the Director, DoECE in line with provisions of the Election Act;

5. Forecast the annual requirement of fund to the Commission for further recommendation to the Parliament;
6. Develop detailed guidelines and procedures on fund utilization and maintenance of records by the political parties and candidates in consultation with the Commission;
7. Approve and release funds to the registered political parties and candidates within the limits prescribed as per the Public Election Fund Act;
8. Monitor and ensure timely submission of election returns to the Division by the contesting candidates;
9. Maintain records of the election returns of the political parties and candidates for public scrutiny;
10. Plan and organize the conduct of audit of books of accounts maintained by the political parties and candidates;
11. Liaise with National Observers (NOs) and compile campaign expenditure reports during elections;
12. Act as resource person for giving training on Public Election Fund;
13. Develop annual work plan for the Public Election Fund Division;
14. Assign responsibilities and distribute works of the Division;
15. Exercise day-to-day control and supervision of the Division's staff;
16. Carry out review of the annual performance and evaluation of the Division's staff; and
17. Perform any tasks that may be assigned by the Commission, Secretariat, Departments.
18. Manage and handle the DRAMIG system, that maintains the registration of the political party and track its membership status;
19. Monitor the mobilization of party funds from the registered members.

20. Assist the Registrar of political parties during the submission of Letter of Intent (LoI);
21. Monitor establishment of political party offices in the 20 Dzongkhags;
22. Receive, review and approve campaign materials (placards, banners, posters and audio-visual contents) in consultation with the Commission;
23. Work under the supervision and direction of the Director of DoECE; and
24. Any other tasks assigned.
