

**LITERARY DIVISION  
DZONGKHA DEVELOPMENT COMMISSION**

**Terms of Reference (TOR)**

**Post: Chief Language Development Officer**

**1. Job Responsibilities**

The Chief Language Development Officer shall be responsible for the following:

1. Formulate and implement Dzongkha literary work related policies, plans, and programs including FYP, Annual Plan and Budget proposals.
2. Provide professional guidance on Dzongkha literary works.
3. Supervise research on oral literature from different localities within the country
4. Supervise the literary works of different genres.
5. Co-ordinate and supervise adaptation of literature in English and other languages to Dzongkha.
6. Collaborate with different agencies and individuals concerning issues related to Dzongkha literature.
7. Develop and promote various Dzongkha literatures such as folk tales, compositions, ballads, sayings/proverbs, reading materials/references, songs and so on.
8. Monitor and promote Dzongkha literature through translation from other literature.
9. Conduct/organize division-related workshops, meetings, symposiums, consultations, etc.
10. Provide on-the-job training to the literary division staff.
11. Any other as assigned by the supervisor, from time to time.

**2. Qualification**

A minimum of Bachelor's Degree, preferably Masters in related field.

**Remarks:** Preference shall be given to candidates with language/linguistics background with relevant training and work experience.