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Office of the Attorney General  
ROYAL GOVERNMENT OF BHUTAN



## TERMS OF REFERENCE

### JOB IDENTIFICATION

|                             |   |
|-----------------------------|---|
| <b>Position Title:</b>      | Media and Information Officer/ Personal Secretary |
| <b>Position Level:</b>      | P3/P4 A (Lateral Transfer)                        |
| <b>Division/Department:</b> | Secretariat Services                              |
| <b>Qualification:</b>       | PGDPA/ General/ Media or Journalism               |
| <b>Working Agency:</b>      | Office of the Attorney General                    |
| <b>Parent Agency:</b>       | Office of the Attorney General                    |

### Purpose of Post

- To promote the OAG and its works through media coverage.
- To provide a contact point for the media and handle matters related thereto.
- Directly assist the Attorney General in carrying out all the matters pertaining to the office affairs.

### Duties and Responsibilities

The duties and responsibilities of a Media and Information Officer (MIO) includes, but is not limited to, the following:

- Develop the OAG's Media and Communication Strategy and lead its implementation.
- Act as the official representative/focal of the OAG and handle all matters related to the media.
- Facilitate/coordinate writing, editing and distributing press releases, media advisory, statements and other media materials.
- Handle media enquiries and arrange interviews/press conferences where required.
- Constantly liaise with national journalists and other media contacts, and maintain effective relationships.
- Closely monitor/track media coverage on the OAG, and inform/advise the Office/management.



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- Coordinate/Organize the OAG's promotional events and update on the website accordingly.
- Manage content for the OAG's website.
- Administer the OAG's accounts on social media such as Facebook, Twitter, etc. and ensure that these media channels remain engaging and active.
- Coordinate the compilation and publication of the Annual Report.
- Coordinate the collection of Journal Articles and publication of the books.
- Maintain detailed documentation and archive all works performed.
- Any other tasks assigned by the Management or the Office
- Review and analyses documents/papers submitted and prepare briefs.
- Drafts official correspondences and documents.
- Assists in analyzing and evaluating various official matters and submissions.
- Follows-up on the implementation of various decisions/directives conveyed.
- Detailed translation work as and when required.
- Maintain records/files of the correspondences/documents.
- Attend to any other administrative job as required.
- Any other tasks assigned by the Management or the Office.

**1. Media –Related Functions**

- a. Prepare and issue press briefings and press releases on the official activities and engagements of the Attorney General.
- b. Coordinate and organize press conferences for the Attorney General, including press releases relating to pertinent cases.
- c. Arrange and coordinate interview appointments between journalists (Bhutanese as well as foreign) and the Attorney General.
- d. Provide Media feedback to the Office.
- e. Coordinate the compilation and publication of the Annual Report.
- f. Advise the Attorney General on media-related matters when necessary.
- g. General media coordination and liaison work with all agencies.

*[Handwritten signature]*



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**2. Complexity of Work:**

The work requires ability to coordinate and interact smoothly. It requires dealing with important and complex issues. High degree of sensitivity is required given the nature of matters handled.

The job is to assist and advice Attorney General in official matters. The post is critical for the smooth and efficient functioning of the office.

The position receives instructions and the work is carried out as per the directives received from the Manager. The work is reviewed and evaluated by the Manager based on performance.

The post requires functioning independently based on the guidance from the Manager and written guidelines like policy documents and various rules & regulations. The incumbent is required to interpret, adapt and devise new guidelines at times.

**3. Online functions**

- a. Update official website with news and photographs related to the activities of the OAG.
- b. Update OAG website with speeches and statements of the Attorney General.
- c. Develop and operate online facilities and tools enabling the Attorney General and their officials to communicate and interact directly with the public. Such facilities to include:
  - i. Twitter
  - ii. Facebook
  - iii. You-Tube
  - iv. Blogs
  - v. Webcasts
- d. Upload online public statements of the Attorney General in audio-visual as well as print formats.



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- e. Develop and maintain a database of email addresses pertaining to journalists, judges, police officers, officials from the Anti-Corruption Commission, and other senior government officials.

**4. Research and Archival**

- a. Build and maintain archives - hard copy and electronic - of articles and photos.
- b. Record, transcribe/translate all major public statements and speeches of the Attorney General that are to be uploaded onto the website as well as filing.
- c. Carry out independent analysis of preempted legal issues that have national implications and submit appropriate and timely advice to the Attorney General.
- d. Coordinate the collection of Journal Articles and publication of the books.

**5. Other works**

- a. Draft speeches and public statements of the Attorney General pertaining to matters concerning the media.
- b. Edit/proof-read/crosscheck speeches and public statements of the Attorney General.
- c. Prepare talking points for the Attorney General whenever required to appear before the media or issues related thereto.
- d. The job requires general supervision over other administrative staff of the office. This can be both at an informal and formal level.