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BHUTAN FOOTBALL FEDERATION



BFF/Adm./02/2021/ 676

February 04, 2021

VACANCY ANNOUNCEMENT

BHUTAN FOOTBALL FEDERATION

Bhutan Football Federation would like to announce vacancy for **and One (1) Assistant Club Licensing Officer, One (1) Content Writer and Two (2) Videographer**. Applications should be submitted to the Administration addressed to General Secretary, BFF with the following documents latest by **15th February, 2021** before office hour. The candidates will be shortlisted on **19th February, 2021**. Interview will be done on **22nd February, 2021 11:00 AM in BFF Office, Changjiji, Thimphu**.

Assistant Club Licensing Officer

1. Application with Resume/ CV
2. Citizenship Identity Card copy
3. Medical Fitness certificate
4. Security Clearance Certificate
5. Copy of No Objection Certificate from parent agency (for those already employed)
6. Education qualification – General Graduate (65% above)
7. IT Skills and presentation skills
8. Basis football administration knowledge
9. Fluent in speaking and writing in English

Content Writer

1. Application with Resume/ CV
2. Citizenship Identity Card copy
3. Medical Fitness certificate
4. Security Clearance Certificate
5. Copy of No Objection Certificate from parent agency (for those already employed)
6. Education Qualification Bachelor's degree in Communications, Marketing, English, Journalism, or related field with 75% and above
7. Proficient in all Microsoft Office applications.
8. Familiarity with web publications
9. Excellent writing and editing skills.
10. The ability to work in a fast-paced environment.
11. The ability to handle multiple projects concurrently.
12. Effective communication skills.



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Videographer

1. Application with Resume/ CV
2. Citizenship Identity Card copy
3. Medical Fitness certificate
4. Security Clearance Certificate
5. Copy of No Objection Certificate from parent agency (for those already employed)
6. Education Qualification Class 12 pass out
7. A minimum of 6 months- 1 years of experience using professional recording equipment
8. Knowledge of video editing software, Premiere and After Effects
9. Ability to work independently or on a team
10. Technical skills


General Secretary
BFF, Thimphu

The General Manager
Advertisement Division
Bhutan Times
Thimphu Bhutan

Dear Sir/Madam

Kindly arrange to advertise the following announcement in Bhutan Times issue on **07th February 2021**. The bill for the same may kindly be submitted to the office for early settlement.

Thanking you

Yours Sincerely

Ugyen Wangchhuk
General Secretary