RECRUITMENT OF DZONGKHA WIKIPEDIA CONTENT WRITERS

This has reference to the announcement made in Kuensel on a temporary vacancy to recruit Dzongkha wikipedia content writing. The Dzongkha Development Commission (DDC) hereby invites interested University Graduates to apply for Dzongkha Wikipedia Content Writing which will be held in the month of August and September 2021. The last date of application is 5th October 2021, 4.30 PM.

A. Background

The world is moving more and more on the digital platform, the search and usage of online data and information is on the rise. It has also been said that the survival of a language is dependent upon its presence in the digital platform. DDC has developed digital presence for Dzongkha by developing fonts, keyboard, software, and Apps. However, Dzongkha still suffers from availability of content on the digital platform. This digital divide needs to be bridged.

An open source information and content platform is the Wikipedia. Different languages have made their presence felt on the page. Dzongkha has created a page on Wikipedia (www.dz.wikipedia.orrg) but there is no content developer.

DDC will write and develop content, edit, and upload on the Dzongkha Wiki page. Three different groups of external personnel, and some internal, will be involved in (1) content research and writing, (2) editing for style and spellings as per DDC standards, and (3) develop templates and upload on the Wiki page.

The content will be on various topics in shorter essay format. Topics can be on geographical interests (such as Dzongs, monasteries, Dzongkhags, etc), personalities (Guru Rimpoche, Zhabdrung Rimpoche, The Kings of Bhutan, etc), traditions (food, dress, houses, etc.), and others. Since this activity is new, the scope is kept small. The involvement of external personnel is also expected to help with current employment issues in the country.

B. Objective
Writing of contents in Dzongkha for Dzonkha Wikipedia.

C. Job Identification
1.   **Position:** Wikipedia Content Writer.
2.   **Employment type:** Temporary assignment.

D. Eligibility criteria
Content writers shall be responsible for writing and proof reading of assigned topics. Applicants must fulfill the following criteria:

1.   University Graduate with Dzongkha or a combination of Dzongkha and another subject as main course.
2.   Knowledgeable in using Dzongkha Unicode computing system and Dzongkha in mobile.
3.   Available for an uninterrupted period of 30 days from the commencement of the work.
4.   Able to translate from English or Choke to Dzongkha.

E. Shortlisting criteria
Applicants will be shortlisted based on their knowledge background. A graduate with Dzongkha or a combination of Dzongkha and another subject as main course will be given preference over

others during shortlisting. A maximum of 50 graduates or less will be shortlisted for final selection.

F. Selection Criteria

A Selection Committee, with relevant officials, will be formed in the office under the auspice of the Program Division. The Selection Committee will weigh the shortlisted candidates as per the following criteria of their academic achievements. The graduates will be ranked as per their scores based on the criteria. The top scorers, in order of their rank, will be selected for the work. The result of the selected candidates will be uploaded on DDC website and will also be informed via phone.

1. Degree Marks - 50%
2. Average of English and Dzongkha marks in Class XII - 40%
3. Candidates with Dzongkha background only-5%
4. Experiences in writing articles or books in Dzongkha – 5%

G. Documents to be submitted by an applicant

Following copies of the documents have to be submitted along with a cover letter to Assist. Program Officer, Program Division, DDC:

1. Attested copies of Class XII and Bachelors Degree certificate and academic transcripts.
2. Copy of Security Clearance certificate.
3. Attested copy of Citizenship Identity card.
4. Curriculum Vitae.

For further clarifications, please contact Mr. Sonam Dorji, Assistant Program officer at 17359845 during office hours/ or through e-mail to sonamdorji@dzongkha.gov.bt

H. Terms of Reference (ToR)

(1) Responsibilities
1. The selected candidate shall be hired as a Dzongkha Wikipedia Content Writer for a period of one month.
2. The Content Writer must write one article per day and write a total of six articles in a week (Monday to Saturday). Each Content Writer will write twenty four articles in total.
3. Each article must be two pages in length or 1500 syllable counts (About 2 pages). The reference at the end will be excluded from syllable count.
4. All the sources used in writing the articles must be in the reference list at the end of the article.
5. The reference list at the end of the article must be in a proper academic writing format.
6. The Content Writer must maintain a higher quality of the articles. It must have all the necessary information on the topic and written in a style/manner consistent with the practice in vogue. For instance, article on a bird must highlight the plumage as plumage is a basic criteria used in scientific circles to describe birds.
7. The style of writing must adhere to the topic at hand. For instance, an important personality must be described in a biographical way with series of his contributions/life works narrated chronologically, whereas a monument may be described in terms of its origin, features, historical uses and current uses.
8. Articles must be written in Dzongkha using DDC fonts (DDC Uchen, DDC Joyig, DDC Rinzin, Jomolhari, etc).

(2) Necessary Equipments and space
1. The Content Writer must have a personal laptop or at least have access to a computer.

2. A smartphone is necessary for communication with the office.
3. Since the office lacks adequate space, the Content Writers will work from their home. It is important you have a comfortable space with furniture to work.
4. While visiting the office, either the Meeting Hall or the Program Division office will be used for meeting and discussions.

(3) Office Support
1. All topics for the content shall be allotted by the Program Division.
2. The quality of the articles will be reviewed and edited by the Editing Committee of the office. Any comments/revision note from the Editing Committee must be promptly acted upon by the Writer until the Editing Committee is satisfied.
3. The Content Writer shall undergo training in Thimphu for 2 days prior to the commencement of the program.

(4) Monitoring and Reporting
1. A regular staff of Program Division will be appointed as the Supervisor. The Content Writers must work closely with the Supervisor until the works are completed.
2. The Content Writer shall update work progress weekly and all writings should be submitted in MS word format.
3. All the articles written in a week must be submitted on the next Monday to the Supervisor. However, for quality and other purposes, the Supervisor can ask for submission in the middle of the week.

(5) Precautions
1. Content Writer must adhere closely to the spelling, grammar and other orthographical rules followed by DDC.
2. The Content Writer may translate, adapt, rephrase, or write the articles anew but they must refrain from direct copying of other works. Any issues of plagiarism or breach of copyright works will be the sole responsibility of the Content Writer.
3. The Content Writer shall bear all expenses related to research works and interviews.
4. The Content Writer shall serve for the aforementioned duration as required in the ToR and cannot leave in between.
5. The Content Write must strictly abide by the terms of the TOR and any serious breach will result in denial of work payments or any actions the office may deem fit in accordance with government rules and regulations.

I. Remuneration and benefits.
1. A daily allowance of Nu. 500 per article/day shall be paid.
2. An amount of Nu. 200 per day and working lunch shall be provided during the training period.
3. The aforementioned benefits will only be given upon successful completion of the task.

J. Tentative timeline

	Sept				Oct				Nov				Jan	
Time >	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2	wk3	wk4	wk1	wk2
Announcement			▓											
Document submission					▓									
Verification					▓									
Shortlisting and result					▓									
Training						▓								
Writing						▓	▓	▓						
Quality checking(EditComm)							▓	▓						
Editing meeting (EditComm)									▓	▓				
Uploading content in Wiki													▓	▓