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**ROYAL GOVERNMENT OF BHUTAN**  
**Cabinet Secretariat**  
**Gyal Yong Tshogkhang**

**BHUTAN**  
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## Vacancy Announcement

Position: Assistant Monitoring and Coordination Officers (AMCOs)

Service Type: Consolidate Contract

Duration: 24 months

Vacancy: Five slots

Duty Station: Economic Stimulus Programme Secretariat, Thimphu

Date of announcement: 4th October, 2024

Application Deadline: 18th October, 2024

Key responsibilities:

- Monitor the progress of implementation of the ESP projects.
- Compile physical and financial progress reports for the projects in close coordination with implementing agencies and local governments.
- Review the progress reports of the projects and periodically recommend improvements.
- Coordinate with implementing agencies and stakeholders for effective implementation of the projects.
- Report on constraints, issues, or bottlenecks that would impede the smooth implementation of projects.
- Ensure follow-up on project fund disbursement, incorporation and release.
- Keep track of financial progress in close coordination with the Ministry of Finance.
- Coordinate all Project Coordination meetings.
- Keep record of discussions of all meetings and follow up on the decisions.
- Other additional administrative responsibilities and assignments when required.
- Coordinate and visit project sites, where necessary.
- Must be willing and prepared to work overtime and on weekends/public holidays.

### Qualifications

- Bachelor's degree.
- Must have secured a minimum of 50% in mathematics for Class X, XII, and degree level.
- Should have excellent written and verbal communication skills in Dzongkha and English.
- Strong analytical and quantitative skills, with proficiency in statistical software.
- Ability to work independently and as part of a team in a fast-paced environment.
- No experience required. However, some level of prior experience in project monitoring and coordination would be an advantage.
- Remuneration
- Selected candidates will be recruited on consolidated contract and will be placed at position level equivalent to regular civil servants at P5B (entry level) and the salary entitlements will be as per the BCSR 2023.

### How to apply:

Interested candidates are requested to submit their resume including academic and other documents and a cover letter detailing their qualifications and experience to Ms. Tshering Wangmo, HRS Cabinet Secretariat, Thimphu at [twangmo@cabinet.gov.bt](mailto:twangmo@cabinet.gov.bt) by 5:00PM on 18th October 2024. For more information, please visit our website at [www.pmo.gov.bt](http://www.pmo.gov.bt) or contact Tshering Wangmo, HR Associate at 17699821 during office hours.

Human Resource Services



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