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ROYAL GOVERNMENT OF BHUTAN
Cabinet Secretariat
Gyalong Tshogkhang

BHUTAN
Believe

CS-HRS(01)2025/ 390

21st January 2025

VACANCY ANNOUNCEMENT

The Cabinet Secretariat is pleased to announce the vacancy for the post of Chief Administrative Officer as detailed below:

Sl. No	Position Title/Level	Minimum Qualification	No. of slot	Super Structure	Service	Place of posting
1	Chief Administrative Officer, P1 A	Bachelor's Degree	1 (One)	Administrative Services	In-Service	AFD, Cabinet Secretariat, Thimphu

The candidates fulfilling the criteria may submit the following documents to Human Resource Services by **February 4, 2025**. For the eligibility criteria, please refer to section 11.7.3 of BCSR 2023 (available at www.rcsc.gov.bt).

Document Requirements:

1. Application
2. Updated curriculum vitae generated from ZEST
3. Performance appraisal for the last two years (FY 2022-2023 & 2023-2024)
4. Leadership Potential and Situational Judgment Test Certificate
5. Valid Security and Audit Clearance certificate
6. Integrity Course Completion Certificate Level I & II
7. Leadership Development Program Certificate Level I & II

For any inquiries, contact Tshering Wangmo, HRS, phone no. 17699821 during office hours.

Human Resource Service