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ROYAL GOVERNMENT OF BHUTAN

Cabinet Secretariat

Gyalong Tshogkhang

BHUTAN

Believe

CS/HRS(01)/2024/40

17 April 2024

VACANCY ANNOUNCEMENT

The Cabinet Secretariat is pleased to announce the vacancy for the following post as detailed below:

| Sl. No | Position Title/Level | Minimum Qualification | No of slot | Super Structure | Service | Remarks |
|--------|----------------------------|-----------------------|------------|-------------------------|------------|------------------|
| 1 | Chief Admin. Officer, P1 A | Bachelor's Degree | 1 | Administrative Services | In-Service | Open Competition |

Interested In-service civil servants who meet the eligibility criteria may apply. For the eligibility criteria, please refer to section 11.7.3 of BCSR 2023(available at www.rcsc.gov.bt).

Applicants with relevant qualification/training and a minimum of 4 years work experience shall be given preference for the purpose of shortlisting. Application along with the following documents must reach the Human Resource Services, Cabinet Secretariat latest by 1st May 2024.

1. Letter of intent (should specify a contact number and email address)
2. Updated Curriculum Vitae generated from ZEST verified by respective HRO
3. Moderaton/performance score for the last two years signed by respective HRO
4. Valid security clearance and audit clearance
5. Integrity course completion certificate
6. No objection certificate routed through the respective HRC of the working agency
7. Copies of Academic transcripts

For further clarification, please contact HRS at 336667 during office hours.

HUMAN RESOURCE SERVICES



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Terms of Reference (TOR) of Chief Administrative Officer (CAO)

Chief Administrative Officer (CAO)

Position level: P1 A

Supervisor: Cabinet Secretary, Cabinet Secretariat

The Chief Administrative Officer (CAO) plays an important role in managing the general administration of the organization, providing expertise in various administrative matters.

Responsibilities:

- Develop and implement policies and procedures to streamline administrative processes and enhance operational efficiency.
- Oversee financial management activities, including budgeting, financial reporting, and compliance with fiscal regulations.
- Lead HR initiatives encompassing recruitment, training, performance evaluation, and talent development to ensure organizational capability and effectiveness.
- Identify, assess, and mitigate operational risks, ensuring business continuity and resilience against potential threats.
- Oversee property management and maintenance activities, budget preparation, and procurement processes to optimize resource allocation and utilization.
- Collaborate with the executives in the Cabinet Secretariat and stakeholders to ensure that administrative tasks align with the organization's goals and objectives.
- Provide guidance and oversight to HR services, Administrative Assistants, IT associates, Store Incharge, and Procurement Services to effectively carry out their respective functions.
- Respond promptly and effectively to any additional tasks or assignments delegated by the Cabinet Secretary, Director, OCASC and Director, PMO.

Reporting and Accountability:

The CAO reports directly to the Cabinet Secretary and is accountable for the effective execution of administrative policies and procedures. He/she shall collaborate closely with the Director, OCASC and Director, PMO to ensure administrative objectives are met and support the Cabinet Secretariat initiatives.



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Qualifications and Experience

Education: Bachelor's degree in relevant field

Eligibility: Minimum 2 years experience in P2 level

Skills: Should possess

1. Strong leadership and interpersonal skills.
2. Excellent financial management and budgeting skills.
3. Proficiency in strategic planning and decision-making.
4. Sound knowledge of administrative processes, including HR and best practices.
5. Effective communication and negotiation abilities.
6. Ability to work under pressure and meet deadlines.
7. Compliance with regulations and policies.