

VACANCY ANNOUNCEMENT
CABINET SECRETARIAT

Human Resource Services

H/01/2020/18

03/03/2020

The Cabinet Secretariat is pleased to **announce** the vacancy for the following vacant positions as follows:

Sl. #	Position Title	P Level	Place of Posting	Slots	Super Structure	Qul. Required	Remarks
1	Program Officer	P5-P2	Review and follow-up Section, Cabinet Affairs Division, Cabinet.	1	Administrative Services	Minimum Bachelors Degree	Re-announcement. (Lateral Transfer)
2	Program Officer	P5B	PSDD, Cabinet	1	Not applicable	Minimum Bachelors Degree	On consolidated contract for 18 months.

Interested in-service civil Servants within the same super structure group (Sl. No. 1) and who meet the eligibility criteria as per the Chapter 13, clause 13.7 under promotion Rules and Regulations and Chapter 14, section 14.4.4.1 , 14.4.4.2 , 14.4.5 and 14.5 of BCSR 2018 may apply.

Applicants with relevant qualification/training and work experience shall be given preference for the purpose of short listing.

Kindly contact HR Officer in person for Terms of reference for the positions.

1. Documents required for lateral transfer/In-service (Sl.No.1):

1. Application (Mention your contact number & email ID)
2. Updated CV generated from CSIS
3. Valid Audit Clearance
4. Valid Security clearance

5. Copies of academic transcripts;
6. Copies of relevant training/Merit certificates if any;
7. Performance rating/assessed performance appraisal form (IWP) for FY 2017-2018 & 2018-2019.
8. Copy of Bhutanese citizenship identity card and
9. No objection Certificate

2. Documents required for Consolidated contract (Sl.No.2):

1. Application (Mention your contact number & email ID)
2. Resume/CV
3. Civil Service Employment application Form 4/1
4. Valid Security clearance (to be verified online)
5. Copies of academic transcripts;
6. Copies of relevant training/Merit certificates if any;
7. Copy of Bhutanese citizenship identity card;
8. No objection Certificate and
9. Copy of medical fitness certificate issued by competent RGoB medical Doctor

The applicants must submit the documents to Human Resource Services, Satellite Office, Langjophakha latest by **16th March, 2020.**

For further information, please contact HRO, Cabinet @ 336665 (140) during office hours.



[Handwritten signature]
Sr. Human Resource Officer
Human Resource Officer
Cabinet Secretariat
Thimphu