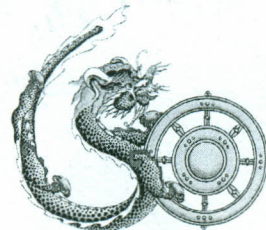




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ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF FINANCE
TASHICHHO DZONG



MoF/HRD-DOS/5(3)/2019/ 304

19 September, 2019

VACANCY ANNOUNCEMENT FOR FOREIGN TRANSFER

As per the decision of the 149th HR Committee meeting held on 18 September 2019, the Ministry of Finance is pleased to announce the vacancy post of Accounts/Budget Assistant in RBE, Bangkok as detailed below:

Position Title	Position Level	Place of posting	Slots	Duration	Minimum Qualification	Other Requirements
Accounts/ Budget Assistant	SS1/SS2/ SS3/SS4	RBE, Bangkok	1	3 years	Certificate/ Diploma with minimum 10 years of work experience	As per the criteria and post announced is only for the Accounts/Budget Asst. at SS1,SS2,SS3 & SS4 level not for officers

Interested in-service civil servants who meet the eligibility criteria may apply for the above post. The application along with the following documents must be submitted to HRD, MoF latest by **30 September 2019:**

- Curriculum vitae – *should be generated from CSIS and have assured the accuracy of the information*
- Security clearance (*Valid copy*)
- Audit clearance (*Valid copy*)
- Medical fitness certificate (*original*)
- IWP/Moderation rating for last two years (*FY 2017-18, 2018-19*)
- Academic/training certificates and transcripts (*copy*)
- Certificates of merits achievements, if any (*copy*)

The basic criteria

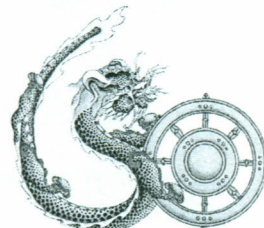
The candidate should:

- Be a Bhutanese citizen
- Be able to produce audit and other clearances.
- Have completed minimum active service of 10 years
- Posses excellent written and communications skill in English
- Have excellent public relation skills



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- vi. Have at least 3 years of field experience in Government Accounting and Budgeting with knowledge in Financial Rules and Regulations.
- vii. Have not availed such postings earlier including secondment to International Agencies and Corporations.
- viii. Have clean service record.
- ix. Be currently under Sub group '*Finance, Accounting and Budget Services*'

In the event several candidates qualifying for a single position under the basic criteria, then the candidate fulfilling the following specific criteria will be given preference;

Specific Criteria

- i. Extra co-curricular activities (*as per certificate*)
- ii. Individual Achievements (*as per certificate*)
- iii. Performance Ratings (*last two years*)
- iv. Rural posting (*as per RCSC rule*)
- v. Seniority (*nos. of years in service*)

For further clarification, please contact HRD, MoF at 322268 during office hours.

Tshulthrim Zangpo
Offtg. Chief HR Officer

Copy:

1. Hon'ble Secreatry, Ministry of Finance, Thimphu for information
2. Director, DOS/DPA/DNB, MoF, Thimphu for information
3. Offtg. Chief HR Officer, HRMD, RCSC Thimphu
4. Office copy