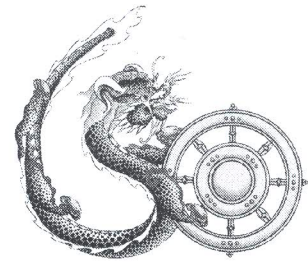




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ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF FINANCE  
TASHICHHO DZONG



MoF/HRD/Foreign Posting/37/2016/29

July 19, 2016

**VACANCY ANNOUNCEMENT FOR FOREIGN TRANSFER**

The Ministry of Finance is pleased to announce the vacancy for the post of Accounts/Budget Assistant in RBE, Bangkok as detailed below;

Post	Position Level	Slots	Place of posting	Duration	Minimum Qualification	Other Requirements
Accounts/ Budget Assistant	SS1/SS2/ SS3/SS4	1	RBE, Bangkok	3 years	Certificate/ Diploma with minimum 12 years of work experience	As per the given criteria and the post announced is only for the Account/ Budget Asst at SS1, SS2, SS3, & SS4 level not for officers.

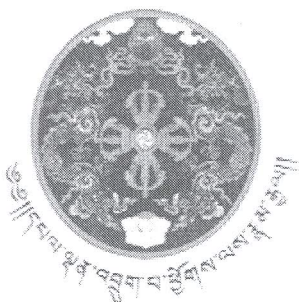
Interested **in-service civil servants who meet the eligibility criteria** may apply for the post with application along with the following documents to HRD, MoF, Thimphu latest by **August 2, 2016**:

- Curriculum vitae – should be generated from CSIS and should have assured the accuracy of the information on CSIS.
- Security clearance
- Audit clearance
- Medical fitness certificate (original)
- PE ratings for the last two years (copy)
- Academic transcripts and training certificates (copy)
- Certificates of merits/achievements, if any (copy)

**The basic criteria**

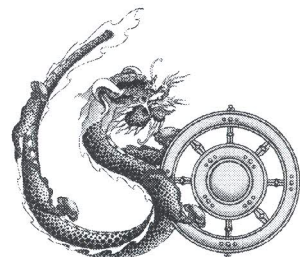
The candidate should:

- Be a Bhutanese citizen.
- Be able to produce audit and other clearances.
- Have completed minimum active service of 12 years.
- Possess excellent written and communications skills in English.
- Have excellent public relation skills.



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- vi. Have at least 3 years of government accounting experience and knowledge in Financial Rules and Regulations.
- vii. Not have availed such postings earlier including secondment to International Agencies and Corporations
- viii. Have clean service record
- ix. Be currently under MoG "Finance & Audit Services Group"
- x. Be eligible as per Clause 13.7.3.2 (g) of Chapter 13.7 of BCSR 2012.

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 333104/322268 during office hours.

**Dr. Ugyen Tshewang**  
**Chief HR Officer**

Copy:

1. Hon'ble Secretary, Ministry of Finance for kind information
2. Director General, DPA, MoF, Thimphu
3. Chief HR Officer, HRMD, RCSC, Thimphu
4. Office copy