



ROYAL GOVERNMENT OF BHUTAN
Ministry of Finance
Directorate of Services
HUMAN RESOURCE DIVISION
Thimphu: Bhutan



MoF/HRD-DoS/2(4)/548

9th February, 2021

VACANCY ANNOUNCEMENT

Subsequent to the approval of the 165th HRC meeting held on 24 December, 2020 (Virtual), the Ministry is pleased to announce the post of Accounts Assistant as per the details furnished hereunder:

SL #	Working agency	Position	Slot	Position Entry Level	Qualification	Service Status	Duration	Roles & Responsibilities
1	Waste Management Flagship Program, National Environment Commission	Accounts Assistant	1	S2 A	Diploma in Procurement and Materials Management	Consolidated Contract	24 months (Possible extension based on performance)	Procurement of goods, services and award of works through e-GP system.

Note: Since the position title (PT) of the Procurement Assistant is not there in the Position Directory (PD), the PT of Accounts Assistant is being used mainly to align with the existing PT in the PD.

The Interested candidates fulfilling the above stated eligibility criteria may submit your application to Mr. Yeshi Wangchuk, Asst. HR Officer at yeshiw@mof.gov.bt on or before **24 February, 2021** with the following documents:

1. Employment form (Can be downloaded from RCSC's website)
2. CID copy
3. Medical certificate
4. Security clearance certificate
5. Academic transcripts
6. NoC (if employed)

For further queries, kindly contact HRD at 334711/321568/322268 during office hours.

Human Resource Division

