



དངུལ་རྩིས་ལྷན་ཁག།

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



MoF/HRD-DOS/2(5)/2022/921

May 06, 2022

**VACANCY ANNOUNCEMENT**

The Ministry of Finance is pleased to announce the vacancy for the post of Assistant Administrative Officer as detailed below:

Position Title & Position level	Department/ Division	Slot	Qualification	Contract Term	Remarks
Assistant Administrative Officer	GST, Project, DRC	1	Bachelor's Degree	On contract till November 2022	1. Applicants with relevant experience will have an advantage. 2. Allowances and benefits shall be paid as per the BCSR 2018. 3. Terms of reference is attached as Annexure 1.

Interested candidates fulfilling the above eligibility criteria may apply online ([click here](#)) for the aforementioned post. The application along with the following documents must be submitted to HR Division, Ministry of Finance, Thimphu latest on or before **20<sup>th</sup> May 2022 by 5 PM.**

**Documents to be submitted along with online application:**

1. Resume,
2. Copies of academic transcripts and certificate (Class XII and Bachelor's Degree);
3. Valid Bhutanese Citizenship Identity Card;
4. Valid Medical Fitness Certificate;
5. Valid Security Clearance Certificate (HRD will verify online);
6. No Objection Certificate, if employed;

For further clarification, please contact the HR Division, Ministry of Finance at 322268/321568/334711 during office hours.



**Human Resource Division**