



དཔལ་ལྷན་འབྲུག་གཞུང་།
 བཤམ་ལྷན་འབྲུག་ལག་ཁུག་ མདོ་ཚོན་ཡིག་ཚང་། བཀྲིས་ཚེས་ཚོང་།
 ROYAL GOVERNMENT OF BHUTAN
 MINISTRY OF HOME & CULTURAL AFFAIRS
 DIRECTORATE SERVICES, TASHICHHODZONG



NGA/HRM-02/ 325

16 September 2022

Vacancy Announcement

The Ministry of Home & Cultural Affairs is pleased to announce the following time bound project-based contract for the **Strengthening Risk Information for Disaster Resilience Project** under Department of Disaster Management:

Position Title	Slot	Place of Posting	Qualification	Salary	Remark
Project Coordinator	1	Department of Disaster Management, Thimphu	Minimum of Bachelor's Degree in Finance / Procurement / Project Management	Nu. 70,000/-	1. Should have a min. of 5 years working experience in handling projects 2. Excellent communication skills and ability to interact with counterparts at all levels 3. Proficient in both Dzongkha and English 4. Experience in data analysis and production of reports 5. Knowledge on MS word, excel and PowerPoint 6. Excellent in human relations, coordination, planning and teamwork.

Interested eligible candidates are encouraged to submit the following documents to the Human Resource Division, Ministry of Home & Cultural Affairs **on or before 29 September 2022**.

- Application
- Curriculum vitae
- Academic transcripts (Bachelors, Class XII & Class X)
- Copy of relevant certificate
- Copy of citizenship identity card
- Copy of valid security clearance
- Copy of Medical fitness certificate
- No objection certificate from the working agency, if employed



For any clarification, please contact HRD, MoHCA at 323741 during office hours.

Human Resource Division

Telephone # HR Division 323741/327626, Fax # 335889, Finance Division 323740,
 ICT Division 328870, website: www.mohca.gov.bt