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ROYAL GOVERNMENT OF BHUTAN, MINISTRY OF HEALTH
THIMPHU: BHUTAN – 11001



MoH/HRD-3/2021/

3703

13 October 2021

Vacancy Announcement

The Ministry of Health is pleased to announce vacancy for the post of Project Assistant under Project Management Unit, Health Flagship Project on regular contract as specified below:

Sl#	Position Title	Qualification Required	Position Level	Slot	Contract Period	Remarks
1	Project Assistant	Class XII pass with 60% aggregate marks (English + Dzongkha + 3 best Subjects)	S5A	1	18 months (may be extended)	Preference will be given to those with experience in Administration, Finance and Procurement related works. Work experience with multilateral/bilateral funded projects would be an advantage.

The interested candidates fulfilling the required criteria as per the attached ToR may submit application to the Human Resource Division, Ministry of Health on or before **26 October 2021** along with the following documents:

1. Civil Service Employment Application Form;
2. Detailed Curriculum Vitae;
3. Copy of certificate and academic transcripts of Class X and XII;
4. Copy of valid Citizenship Identity Card;
5. Copy of valid Security Clearance Certificate;
6. Valid Medical Fitness Certificate;
7. No Objection Certificate from Parent/Working Agency if employed; and
8. Other merit certificates if any.

For detailed eligibility criteria and job requirements please refer the attached **Terms of Reference**. Names of the shortlisted candidates will be announced on Health Website for selection interview.

For further enquiries, please contact HRD at 02-331436 EXT. No. 319 during working hours.

(Sangay Thinley)

Chief HR Officer

Copy to:

1. Project Director, Health Flagship Project for kind information.