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Directorate of Services
Ministry of Foreign Affairs
Royal Government of Bhutan

MFA/DS/HRS/28/2019/3241

February 8, 2019

VACANY ANNOUNCEMENT

The Ministry of Foreign Affairs is pleased to announce and re-announcement the following vacancies as tabulated below:

Sl	Position Title	P. Level	Slots	Place of Posting	Qualification Requirement	Remarks
1	Administrative Assistant	S4-A	2	Passport Division, Department of Protocol	Class XII with Office Management and Computer Application	In- Service later transfer as per the section 14.5, Chapter 14 of the BCSR 2018.
2	Drivers-III	O4-A	5 (Regular)	Ministry of Foreign Affairs, Thimphu	Minimum Class VIII with certificate in driving	Vacancy renouncement

1. Administrative Assistant

Interested in-service civil servants within the same Super Structure Group and who meet the eligibility criteria as per BCSR 2018, Chapter 13, Clause 13.7.4 under Promotion Rules and Regulations may apply.

Documents required

1. Application (mention your email address & Contact number)
2. Updated Curriculum Vitae
3. Valid Audit Clearance
4. No Objection Certificate from the agency (for civil servants outside of the MFA)
5. Copies of academic transcripts
6. Copies of training certificates
7. Copies of certificates of merit (if any)
8. Performance rating/assessed Performance Appraisal form (IWP) for the Financial Year 2017-2018 & 2016-2017

2. Drivers

Interested Bhutanese citizens who meet the minimum qualification criteria may apply.

Documents required

1. Duly filled RCSC Employment Application form (4/1);
2. Certificate in Driving & Driving license;
3. Academic Certificate and Transcripts;



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4. Valid Citizenship Identity;
5. Valid Security Clearance certificate (shall be verified online);
6. Valid Medical Fitness Certificate;
7. No Objection Certificate from the agency (if employed in other organizations)

Short-listing

Applicants with relevant qualification/training and work experience shall be give preference for the purpose of short-listing.

Therefore, the applicants must submit the documents to Human Resource Services, Directorate of Services, Ministry of Foreign Affairs latest by **25th February 2019**.

For further information, please contact HRO, MFA @ 328172/328183 during office hours.