



དཔལ་ལྷན་འབྲུག་གཞུང་ ཕྱི་འབྲེལ་ལྷན་ཁག།

Directorate of Services
Ministry of Foreign Affairs
Royal Government of Bhutan

MFA/DoS/HRS/28/2019/ 3526.

August 28, 2019

VACANCY ANNOUNCEMENT

The Ministry of Foreign Affairs is pleased to announce the vacancies for the following posts as detailed below:

Sl. No	Position Title	P level	Slots	Super Structure	Place of Posting	Qualification Requirement	Remarks
1	Chief of Division	P1-A	1	Administrative Services	Public Diplomacy Division, Secretariat, MFA	Minimum of Bachelor's Degree	In-services open competition as per the chapter 13, Section 13.7. of the BCSR 2018.
2	Dy. Chief of Protocol.	P1- A	1	Administrative Services	Passport Division, Dept. of Protocol	Minimum of Bachelor's Degree	In-services open competition as per the chapter 13, Section 13.7. of the BCSR 2018.
3	House Keeper	GSP	1	NA	Raven Guest House , Dept. of Protocol, MFA, Thimphu	Nil	On consolidated contract (under GSP) for 2 years subjects to extension based on performance.

1. Chief of Division and Dy. Chief of Protocol

Interested in-services civil servants within the same super structure Group and who meet the eligibility criteria as per the BCSR 2018, Chapter 13 and clause 13.7.1 under promotion Rules and Regulations may apply.

Documents required.

1. Application (Mention your email address & Contract Number)
2. Update Curriculum Vitae.
3. Valid Audit Clearance
4. valid security clearance
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.

Near Changangkha school, Thimphu, Bhutan
PABX: +975-2-328226 / 328183 website: www.mfa.gov.bt



དཔལ་ལྷན་འབྲུག་གཞུང་ ཕྱི་འབྲེལ་ལྷན་ཁག།

Directorate of Services
Ministry of Foreign Affairs
Royal Government of Bhutan

2. House Keeper

Interested Bhutanese citizen with minimum requirement qualification criteria may apply.

Documents required

1. Duly filled RCSC Employment Application form(4/1)
2. Academic Certificate and Transcripts (if any)
3. Valid Citizenship identity;
4. Valid Security Clearance Certificate (Shall be verified online);
5. Valid Medical Fitness Certificate;
6. No Objection Certificate from agency (if employed in other organization)

Short-listing

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

Therefore, the applicants must submit the document to Human Recourses Services, Directorate of Services, and Ministry of Foreign Affairs latest by **12th September, 2019**.

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