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DIRECTORATE OF SERVICES  
MINISTRY OF FOREIGN AFFAIRS  
ROYAL GOVERNMENT OF BHUTAN  
THIMPHU, BHUTAN



MFA/DoS/HRS/28/2020/3882

23 November, 2020

**VACANCY ANNOUNCEMENT**

The Ministry of Foreign Affairs is pleased to announce the vacancy for the following post:

Position Title	Position Level	Slots	Super Structure	Place of Posting	Qualification Requirement	Remarks
Care-taker	ESP	1	NA	Directorate of Services	NA	Preference will be given to the male candidate.

Interested Bhutanese citizen with age between 18-50 years may apply with the following documents to the Human Recourses Services, Directorate of Services (Below Changangkha School), Ministry of Foreign Affairs latest by 4 December 2020:

1. Duly filled-in RCSC Employment Application Form (4/1).
2. Academic Certificate and Transcripts (if any).
3. Copy of valid Citizenship Identity Card.
4. Copy of valid Security Clearance Certificate (Shall be verified online).
5. Copy of valid Medical Fitness Certificate.
6. No Objection Certificate from agency (if employed in other organization).

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

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

**Human Resource Services**



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