MFA/DoS/HRS/28/2021/ 10 February 2021

**VACANCY RE-ANNOUNCEMENT (Lateral Transfer)**

The Ministry of Foreign Affairs is pleased to re-announce the vacancy for lateral transfer as detailed below:

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| --- | --- | --- | --- | --- | --- |
| **Position Title** | **Position Level** | **No.**  **of Slots** | **Place of Posting** | **Qualification Requirement** | **Remarks** |
| Administrative Assistant | S4/A  S3/A  S2/A  S1/A | 2 | 1. Mission & Consular Services Division, Department of Protocol. | Class XII with Office Management and Computer Application. | Candidate with relevant training and work experience shall be given preference for the purpose of short listing. |
| 2. HR Services, Directorate of Services. |

Interested in-service civil servants who meet the eligibility criteria as per section 14.5 of BCSR 2018 may apply latest by **24 February 2021** with the following documents to HR Services, Directorate of Services, Ministry of Foreign Affairs.

1. Application

2. Curriculum Vitae generated from ZEST & verified by HRO

3. Academic Transcripts

4. Moderation Score for the last two years (FY 2018-2019 and FY 2019-2020).

5. Valid Audit Clearance.

6. Valid Security Clearance

7. Valid Medical Certificate

8. Copies of relevant training transcripts, if any

Only shortlisted candidates will be contacted for the Selection Interview. If selected, the candidate shall be required to submit No Objection Certificate endorsed by the HRC of the Working Agency.

For more details please log on to [www.mfa.gov.bt](http://www.mfa.gov.bt) or contact HRO, MFA @ 328172/328183 (Ext. 103/119 during office hours.