



འབྲུག་རྒྱལ་ཁབ་ཀྱི་འཛམ་གླིང་གླིང་ཚོགས་གཏན་བཞག་སྐུ་ཚབ་ཡིག་ཚང་། ཇི་ནི་བླ།

**PERMANENT MISSION OF THE KINGDOM OF BHUTAN  
TO THE UNITED NATIONS GENEVA**

PMBG.FY 2023-24.ADM11. 1890

03 April 2024

**VACANCY ANNOUNCEMENT**

The Permanent Mission of the Kingdom of Bhutan to the United Nations and other International Organisations is pleased to announce a vacancy for Bhutanese nationals for the post of an Administrative Assistant on consolidated contract for a period of two (2) years, subject to extension/renewal as detailed below:

Sl. No.	Post	Minimum Qualification	Place of posting	Slot
1	Administrative Assistant	CL XII with certificate on basic office management	PMB Geneva	1

**Criteria to be met:**

- A minimum of five (5) years' experience in office management and administrative support is required. A Bachelor's degree in lieu of experience will be considered.
- Should have good knowledge of Dzongkha and English and working knowledge of the local language (French) is desirable.
- Proficiency in MS Office and other computer applications.

Interested candidates fulfilling the above criteria should email their application along with the following documents to Mr. Pema Wangda, Head of Chancery at [pemawangda@mfa.gov.bt](mailto:pemawangda@mfa.gov.bt) latest by 26<sup>th</sup> April 2024.

1. Job application
2. Resume/CV
3. Academic transcript and relevant documents
4. Copy of CID
5. Security clearance certificate
6. Medical fitness certificate
7. NOC from current employer if applicable

Information on job description, terms and conditions and remuneration etc. will be provided on request and should be directed to Mr. Pema Wangda, Head of Chancery.

**Ambassador/Permanent Representative**

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