



དཔལ་ལྷན་འབྲུག་གཞུང་།
 བཅའ་ཁྲིམས་འཛིན་ལྷན་ཁག་ མདོ་ཚོན་ཡིག་ཚང་། བཀྲིས་ཚོལ་རྫོང་།
 ROYAL GOVERNMENT OF BHUTAN
 MINISTRY OF HOME & CULTURAL AFFAIRS
 DIRECTORATE SERVICES, TASHICHHODZONG



NGA/HRM-02/420

11 October 2022

Vacancy Re-Announcement

The Ministry of Home & Cultural Affairs is pleased to re-announce the following time-bound project-based contract for the **Strengthening Risk Information for Disaster Resilience Project** under the Department of Disaster Management:

Position Title	Slot	Place of Posting	Qualification	Salary	Remark
Project Coordinator	1	Department of Disaster Management, Thimphu	Minimum of Bachelors Degree in Finance / Procurement / Project Management	Nu. 70,000/-	1. Should have a min. of 5 years of working experience in handling projects 2. Excellent communication skills and ability to interact with counterparts at all levels 3. Proficient in both Dzongkha and English 4. Experience in data analysis and production of reports 5. Knowledge on MS word, excel and PowerPoint 6. Excellent in human relations, coordination, planning and teamwork.

Interested eligible candidates are encouraged to submit the following documents to the Human Resource Division, Ministry of Home & Cultural Affairs **on or before October 18, 2022**.

- Application
- Curriculum vitae
- Academic transcripts (Bachelors, Class XII & Class X)
- Copy of relevant certificate
- Copy of citizenship identity card
- Copy of valid security clearance
- Copy of Medical fitness certificate
- No objection certificate from the working agency, if employed



For any clarification, please contact HRD, MoHCA at 323741 during office hours.

Human Resource Division

Telephone # HR Division 323741/327626, Fax # 335889, Finance Division 323740,
 ICT Division 328870, website: www.mohca.gov.bt