



ROYAL GOVERNMENT OF BHUTAN
MINISTRY OF HOME AFFAIRS
TASHICHHODZONG



དཔལ་ལྷན་འབྲུག་གཞུང་།
ནང་མིད་ལྷན་ཁག་ བཀའ་སྐྱོང་ཚོས་རྫོང་།

NGA/HRM-02/2023-2024/

29th April 2024

Vacancy Announcement

The Ministry of Home Affairs is pleased to announce the following Time-Bound Project based vacancy on contract for the **Strengthening Risk Information for Disaster Resilience Project** under the Department of Local Governance and Disaster Management for a period of one year subject to extension:

Position Title	Slot	Place of Posting	Qualification	Remuneration	Remarks
Project Coordinator	1	Department of Local Governance and Disaster Management	Minimum of Bachelor's Degree in Finance/Procurement/Project Management	Gross Pay: Nu. 70,000	<ol style="list-style-type: none">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 in 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 Affairs, Tashichhodzong on or before 13th May 2024.

1. Cover letter
2. Curriculum Vitae
3. Academic transcripts (Bachelors and Class XII)
4. Copy of relevant certificates.
5. Copy of Citizenship Identity Card
6. Copy of valid security clearance.
7. Copy of valid Medical Fitness Certificate.
8. No Objection Certificate from the working agency, if employed.

For any clarifications, kindly contact HRD, MoHA at 02-323741 during office hours.