

**REQUEST FORM
FOR
AUSTRALIAN VOLUNTEER**

Complete this “Request Form for Australian Volunteers” and submit to the Royal Civil Service Commission (RCSC).

Note:

- ✓ Submit one Request Form per volunteer.
- ✓ Standard processing time for recruitment of volunteer is months.
- ✓ Normal volunteer term in Bhutan is two years which is extendable for another year.
- ✓ Form must be signed by Head of the Agency/Secretary of the Ministry or Chief HR Officer/senior most HR Officer concerned.
- ✓ Incomplete Request Form may result in rejection/delay in processing the request.

(i) Name of the Host Organisation (Requesting Agency):
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(ii) Volunteer requested for:

a) Position Title :

b) Office :

c) Place of assignment :

d) Duration of assignment: :

(iii) Minimum educational qualification requirement:
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(iv) Professional/Technical qualification requirement:
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(v) Years of relevant work experience requirement:
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(vi) Language proficiency requirement in:
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(vii) Roles and responsibilities of the Volunteer (attached separate sheet, if required):
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(viii) Brief statement of how the volunteer assignment aligns with the development priorities of RGOB (attached separate sheet, if required):

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(ix) Expected outcome of the volunteer’s assignment:

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(x) Details of the immediate supervisor:

- a) Name :
- b) Position Title :
- c) Contact Phone No. :

(xi) Details of the counterpart (if relevant):

- d) Name :
- e) Position Title :
- f) Contact Phone No. :

(xii) Details of contact official for additional information/clarification etc...

- a) Name :
- b) Position Title :
- c) Contact No. :
- d) Email Address :

Requesting Authority:

Date:

(Signature)

Name:

Position Title: