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ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION
Excellence in Service



RCSC/HRS(02)2015/ 2761

8th April, 2015

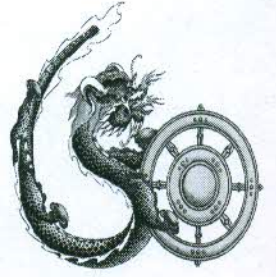
Vacancy Announcement

The Royal Civil Service Commission invites national graduates who have appeared for the Bhutan Civil Service Examination and who fulfill the minimum eligibility criteria to apply for the following vacancy on contract:

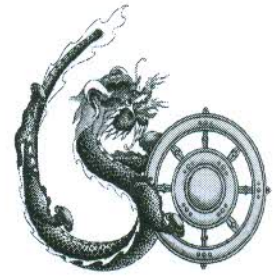
Position Title	No. of Vacancies	Place of Posting	Position Level, Remunerations and Contract terms
Asst. Project Monitoring and Coordinating Officer	1	HRDD, Royal Civil Service Commission	Selected candidate will be placed at position level equivalent to P5A with a starting basic pay of Nu. 17,495 with additional 30% contract allowance. The selected candidate will be appointed for contract term of 3 years from 1 st May 2015 subject to annual renewable based on the performance.



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A. Minimum Eligibility Criteria	B. How to Apply
<ul style="list-style-type: none">• Minimum Bachelors Degree (B.Com/ BBA background).• Must have secured a minimum of 55% in the Bhutan Civil Service Main Examinations (total of Written examination and viva voce• Graduates who have appeared for any of the past Bhutan Civil Service Examinations are eligible to apply.• Incomplete applications or applications submitted after the deadline will not be considered.• BCSE Main Examination Results will be verified with the Exam Unit, RCSC and in case of any discrepancies, the information provided by the Exam Unit, RCSC will be considered final.• In-service civil servants are not eligible to apply.	<p>Submit to the HR Services, RCSC Secretariat latest by April 22, 2015 the following two documents only:</p> <ul style="list-style-type: none">• Completed Application Form and• Copy of Citizenship ID Card Copy• Copy of NOC from current employer, if employed. <p>• Application Form can be downloaded from our web page or requested via email.</p> <p>• Applications submitted via fax, email or incomplete applications or applications submitted after the deadline will not be accepted.</p> <p>• Please ensure that the CID Copy is clear and legible.</p>



Terms of Reference for Assistant Project Monitoring and Coordinating Officer

Contract Staff to assist the HR Officer cum Project Coordination Officer (PCO) for GoI PTA- Professionalizing the Civil Service administered by the HRDD, RCSC

1. Mandate and Scope

For the purpose of this assignment, the staff recruited hereon shall be referred to as 'Assistant *Project Monitoring and Coordinating Officer (APMCO)*'. The main mandate of the APMCO shall be to ensure rigorous coordination, monitoring and timely reporting on the status of implementation of GoI PTA project. The APMCO will work under the direct supervision of the focal PTA Project Coordination Officer. Accordingly, the APMCO will report directly to the HRDD under which he is assigned.

2. Specific Tasks

- Effectively liaise with the Ministries, Agencies and Dzongkhags on matters related to PTA project;
- Assist PCO in reviewing, coordinating and compiling annual training plans of Ministries, Agencies and Dzongkhags;
- Assist PCO in monitoring the overall PTA project in accordance with approved annual work plan and budget;
- Assist PCO in preparing and planning annual training of RCSC coordinated trainings;
- Assist PCO in coordinating meeting with relevant stakeholders as and when required;
- Ensure follow-up on fund disbursement, incorporation and release;
- Compile and maintain up to date information of trainings implemented by Ministries, Agencies, Dzongkhags and RCSC under GoI-PTA funding for onward submission to GNHC and maintain up-to date records of project finances and expenditures;
- Secretariat for all GoI- PTA related meetings;

