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ROYAL GOVERNMENT OF BHUTAN
Cabinet Secretariat
Gyalong Tshogkhang

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Date: July 23, 2024

Vacancy Re-Announcement

Position: Business and Financial Analyst

Service Type: Contract

Duration: 24 months with possibility of extension

Vacancy: Two slots

Duty Station: Economic Stimulus Programme Secretariat, Thimphu

Date of announcement: July 24, 2024

Application Deadline: August 2, 2024

The Economic Stimulus Programme (ESP) Secretariat is seeking two highly skilled and motivated Business and Financial Analysts to join our dynamic team. This position is crucial in implementing projects aimed at stimulating the economy in Bhutan.

Key responsibilities:

- Analyze business and financial data and develop financial models to support project implementation.
- Collecting and organizing financial and business data to identify trends, patterns, and insights.
- Monitor and evaluate the economic impact of stimulus projects.
- Prepare periodic progress reports and presentations to the management and stakeholders.
- Coordinate with implementing agencies and stakeholders to ensure effective project execution.
- Undertake additional administrative responsibilities and assignments when required.
- Professionals or staff on contract must be willing and prepared to work overtime and on weekends/public holidays.

Qualifications:

- Master's degree in Finance, Economics, Business Administration, or a related field with a minimum of 3 years of experience in financial or business analysis or related roles.
- Strong analytical and problem-solving skills.
- Proficiency in business or financial modeling and data analysis tools.
- Ability to work independently and as part of a team in a fast-paced environment.
- Past experiences in the area of finance or business management would be an advantage.



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- Excellent communication and presentation skills.

Requirements:

- Academic transcripts & training certificates
- Citizenship ID copy
- Valid online Security Clearance
- Valid Audit Clearance
- No Objection Certificate if currently employed
- Valid Medical Fitness certificate

How to apply:

Interested candidates are requested to submit their resume including academic and supporting documents, reference letter from your current employer (or previous employer if you are currently self-employed) along with a one-pager motivation letter expressing your interest in the role to Ms. Tshering Wangmo, Cabinet Secretariat, Thimphu at twangmo@cabinet.gov.bt by 5:00PM on August 2, 2024. For more information, please visit our website at www.pmo.gov.bt or contact Tshering Wangmo, HR Associate at 17699821 during office hours.