



དཔལ་ལྷན་འབྲུག་གཞུང་། ལྷན་རྒྱུས་གཞུང་ཚོགས་ཡིག་ཚང་།

ROYAL GOVERNMENT OF BHUTAN
Cabinet Secretariat
Gyaljong Tshogkhang

BHUTAN
Believe

CS-HRS(01)2024/ 212

4th October 2024

Vacancy Announcement

Position: Business and Financial Analyst

Service Type: Contract

Duration: 24 months

Vacancy: Two slots

Duty Station: Economic Stimulus Programme Secretariat, Thimphu

Date of announcement: 4th October, 2024

Application Deadline: 18th October, 2024

The Economic Stimulus Programme (ESP) Secretariat is seeking a highly skilled and motivated Business and Financial Analyst to join our dynamic team. This role 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.
- Bachelor's degree in Finance, Economics, Business Administration, or a related field with a minimum of 5 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.
- Past experiences in the area of finance or business management would be an advantage.
- Excellent communication and presentation skills.



དབལ་ལྷན་འབྲུག་གཞུང་། ལྷན་རྒྱུས་གཞུང་ཚོགས་ཡིག་ཚང་།

ROYAL GOVERNMENT OF BHUTAN

Cabinet Secretariat

Gyalyong Tshogkhang

BHUTAN

Believe

How to apply:

Interested candidates are requested to submit their resume including academic and other documents and a cover letter detailing their qualifications and experience to Ms. Tshering Wangmo, HRS Cabinet Secretariat, Thimphu at twangmo@cabinet.gov.bt by 5:00PM on 18th October 2024. For more information, please visit our website at www.pmo.gov.bt or contact Tshering Wangmo, HR Associate at 17699821 during office hours.

Human Resource Services