



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

ROYAL GOVERNMENT OF BHUTAN
Cabinet Secretariat
Gyalyong Tshogkhang

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CS/HRS-01/2026-27/ 61

28 July 2026

VACANCY ANNOUNCEMENT

Position: Assistant. Business Analyst

Service Type: Consolidated Contract | **Duration:** 12 months

Vacancy: 1 slot | **Duty Station:** Economic Stimulus Programme, Cabinet Secretariat, Thimphu

Announcement Date: 28 July 2026

Qualifications:

- Bachelor's degree.
- Candidates must have a Mathematics background and secure a minimum of **50% marks in Mathematics in both Class X and Class XII examinations.**
- Should have excellent written and verbal communication skills in Dzongkha and English.
- Strong analytical and quantitative skills, with proficiency in statistical software.
- Ability to work independently and as part of a team in a fast-paced environment.

Experience

No experience required. However, some level of prior experience in project monitoring and coordination would be an advantage.

Remuneration

Salary shall be pegged to the position level equivalent to civil servants at P5B.

Contract extension and renewal

The contract will be reviewed on an annual basis and extended depending on the performance and conduct of the contract staff.

How to Apply:

Submit your following documents to **Human Resource Services, Cabinet Secretariat, Lanjophakha** on or before **5:00 PM , 10 August 2026.**

1. Class X , XII and degree mark sheet and pass certificate
2. Valid Security Clearance Certificate.
3. Valid Medical Fitness Certificate
4. Valid CID Copy
5. Curriculum Vitae (CV).
6. No Objection Certificate (NOC) from the current employing agency (applicable to candidates currently employed).



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7. Any other relevant academic, professional, or training certificates supporting the application.

For more information, visit www.pmo.gov.bt or contact **Mr. Sangay Phurpa, HRO, # 17649080** during office hours.

Please see the attached TOR for detailed responsibilities.

Human Resource Services

