



དཔལ་ལྷན་འབྲུག་གཞུང་འཛུགས་ཀྱི་འཕུལ་གསུམ་ཚོགས་ཡིག་ཚང་།

ROYAL GOVERNMENT OF BHUTAN
Cabinet Secretariat
Gyalong Tshogkhang

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CS/HRS-01/2025-26/515

24 March 2026

VACANCY ANNOUNCEMENT

Position: Business Analyst

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

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

Announcement Date: 24 March 2026

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 or.
- 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.

Remuneration

- The position level will be determined based on experience and years of service in previous organization(s) as per BCSR 2023, while the pay will be determined in accordance with the Ministry of Finance Pay Structure Reform and Pay Revision, July 2023.
- The contract will be reviewed on an annual basis and extended depending on the performance and conduct of the contract staff.



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How to Apply:

Submit your application, resume, Class X, XII , degree and master certificate, valid medical and security clearance certificate, No Objection Certificate if currently employed and any other supporting documents to:

Human Resource Services, Cabinet Secretariat, Lanjophakha

Deadline: 5:00 PM, 3 April 2026

For more information, visit www.pmo.gov.bt or contact **Tshering Wangmo, HR Asst., at 17699821** during office hours.

Please see the attached TOR for detailed responsibilities.

Human Resource Services