



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

ROYAL GOVERNMENT OF BHUTAN

BHUTAN

Believe

Gyalyong Tshogkhang

CS/HRS-01/2025-26/ 555

6th April 2026

### VACANCY RE- ANNOUNCEMENT

**Position:** Business Analyst

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

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

**Announcement Date:** 6 April 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.
- 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 the candidate's experience and years of service in previous organization(s) in accordance with BCSR 2023, up to a maximum of P3 A level, while the pay will be set as per 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.



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

ROYAL GOVERNMENT OF BHUTAN

**BHUTAN**  
Believe

**Gyal Yong Tshogkhong**

**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, 13 April 2026**

For more information, visit [www.pmo.gov.bt](http://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