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ཕྱན་རྒྱལ་གཞུང་ཚོགས་ཡིག་ཚང་།
Royal Government of Bhutan
Cabinet Secretariat



Vacancy Announcement Detail

Vacancy Detail Information

Vacancy Title : Assistant Planning Officer

Working Agency : Government Technology (GovTech)

Department/Division/Section : Policy and Planning Services

Position Title : Asst. Planning Officer

Field : Administration Service

Position Level : P5B

Position Level From : -

Position Level To : -

Min Qualification : Bachelors

Preferred Field/Subject : Bachelors in relevant field

Contract Start From : 15-Aug-2025

Contract End On : 14-Aug-2027

Month(s) : 24 **Day(s) :** 0

Appointment Date : 15-Aug-2025

Employment Type : Contract

Category : Normal Recruitment

Pay Scale : 19,970 - 400 - 25,970

Slots : 1

Placement Details/Remarks :

Policy and Planning Division, GovTech Agency, Thimphu

ZRS Application Page URL

URL: <https://jobs.rcsc.gov.bt/Application/VacancyDetail/47/24>



Location

Thimphu

Document Required

Class X Marksheet	Class XII Marksheet	Bachelor Marksheet
Relevant Training	Certificate	Curriculum Vitae
Medical Fitness Certificate	No Objection Certificate	

Application Deadline

Application Start From : 01-Jul-2025

Application Close On : 11-Jul-2025

Contact Information

Focal Officer : Sangay Phurpa

Focal Tel : 17649080

Email : sphurpa@cabinet.gov.bt

Office Tel : 3322262

Shortlisting Criteria

Class X :	30%
Class XII :	30%
Bachelor :	30%
Relevant Training :	5%
Relevant Certificates :	5%

What will you be working on?

Refer TOR

What we are looking for?

We are seeking a highly motivated and detail-oriented individual with a Bachelor's Degree in Planning, Public Policy, Economics, Development Studies, or a related field. The ideal candidate should possess strong analytical and communication skills, be proficient in data analysis and report writing, and demonstrate a sound understanding of national planning processes. The candidate must be adaptable, results-driven, and able to work effectively both independently and in a team environment.

About Cabinet Secretariat



Article 20 of the Constitution of the Kingdom of Bhutan states that “The Executive Power shall be vested in the Lhengye Zhungtshog which shall consist of the Ministers headed by the Prime Minister”. The Cabinet Secretariat was formally established in August 1999 after the enactment of the 1999 Chatrim of Lhengye Zhungtshog.

Additional Information :

The administration provides sound policy advice and support to the Prime Minister & Cabinet and promote a Whole-Of-Government (WOG) approach to enhance good governance and effective implementation of plans and policies.

Website URL : <https://www.cabinet.gov.bt/>