



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

ROYAL GOVERNMENT OF BHUTAN
Cabinet Secretariat
Gyal Yong Tshogkhang

BHUTAN
Believe

CS/HRS-01/2025-26/478

6th March 2026

VACANCY ANNOUNCEMENT

Position: Assistant Monitoring and Coordination Officers (AMCOs)

Service Type: Consolidated Contract | **Duration:** 24 months

Vacancy: 3 slots | **Duty Station:** Office of Cabinet Affairs and Strategic Coordination, Cabinet Secretariat, Thimphu

Announcement Date: 6th March 2026

Qualifications:

- Bachelor's degree.
- Excellent written and verbal communication skills in **Dzongkha and English**.
- Strong analytical and quantitative skills; proficiency in statistical software preferred.
- Ability to work independently and in a team.
- Prior experience in project monitoring/coordination is an advantage, but not required.

Remuneration:

- Consolidated contract at **P5B (entry level)** equivalent.
- Salary and entitlements as per Bhutan Civil Services Rules, **BCSR 2023**.

How to Apply:

Submit your application, resume, Class X, XII and degree certificate, valid medical and security clearance certificate, and any other supporting documents to:

Human Resource Services, Cabinet Secretariat, Lanjophakha

Deadline: 5:00 PM, 17th March 2026

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

Please see the attached TOR for detailed responsibilities.

Human Resource Services





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

ROYAL GOVERNMENT OF BHUTAN
Cabinet Secretariat
Gyalyong Tshogkhang

BHUTAN
Believe

Terms of Reference (ToR) for the AMCOs are outlined below:

1. AMCO will be responsible for monitoring, coordinating, and facilitating the implementation of all GoI-funded Project Tied Assistance (PTA) projects within their assigned ministry.
 - a. Monitoring
 - i. Ensure the timely submission of monthly progress reports (both financial and physical) to the PPD Chief, Secretary of the Ministry, and OCASC.
 - ii. Undertake visits to project sites to assess physical progress.
 - b. Coordination
 - i. Coordinate any required changes to the approved PTA project in consultation with OCASC.
 - ii. Work with DMDF to ensure timely fund releases from GoI and the incorporation of project activities and funds into annual budgets.
 - iii. Under the supervision of the PPD, coordinate the preparation of annual work plans for the PTA projects, in collaboration with implementing departments, for submission to GoI.
 - c. Facilitation
 - i. Facilitate any necessary pre-financing while awaiting fund releases from GoI.
 - ii. Coordinate and facilitate monitoring visits to project sites by the head of the agency, GoI representatives, MoF, or the Cabinet Secretariat.
 - d. Any other tasks assigned by the supervisor

