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



Vacancy Announcement Detail

Vacancy Detail Information

Vacancy Title : Personal Assistant III

Working Agency : Cabinet Secretariat

Department/Division/Section : Office of the Secretary(Cabinet)

Position Title : Personal Asst. III

Field : Administration Service

Position Level : S5A

Position Level From : -

Position Level To : -

Min Qualification : Class XII with Min. 6 months basic IT skills

Preferred Field/Subject : Class XII pass with Min. 6 months of basic IT skills

Duration Start From : -

Duration End On : -

Month(s) :- Day(s) :-

Appointment Date : 01-Sep-2026

Employment Type : Regular

Category : Normal Recruitment

Pay Scale : 13,575 - 275 - 17,700

Slots : 2

Placement Details/Remarks :

Cabinet Secretariat, Lanjophakha, Thimphu

ZRS Application Page URL

URL: <https://jobs.rcsc.gov.bt/Application/VacancyDetail/47/41>



Location

Thimphu

Document Required

Class X Marksheet

Class XII Marksheet

Curriculum Vitae

Medical Fitness Certificate

No Objection Certificate

Application Deadline

Application Start From : 28-Jul-2026

Application Close On : 10-Aug-2026

Contact Information

Focal Officer : Tshering Wangmo

Focal Tel : 17699821

Email : twangmo@cabinet.gov.bt

Office Tel : 336667

Shortlisting Criteria

Class X : 50%

Class XII : 50%

What will you be working on?

- Take dictation and type letters and statements.
- Attend to the telephone/pass the line to the Officer as and when required
- Draft standard/simple letters.
- Arrange appointments/meetings and maintain timing for the officer.
- Maintain records/files on matters directly dealt by the officer.
- Receive and manage visitors of the officer concerned.
- Any other asks assigned

What we are looking for?

We are looking for a competent, proactive, and highly organized Personal Assistant to provide executive and administrative support to the Secretary and Director General. The successful candidate should possess excellent communication and interpersonal skills, with the ability to interact professionally with stakeholders at all levels while maintaining the highest standards of confidentiality and integrity.

The candidate must have strong IT proficiency, including Microsoft Office applications and other office productivity tools, and excellent drafting skills to prepare official correspondence and other administrative documents. The ability to manage schedules, coordinate meetings and official engagements, maintain records, prioritize tasks, and work effectively under pressure is essential. The candidate should also be willing to work beyond normal office hours, including overtime when required, to support official assignments and urgent priorities. A strong sense of responsibility, attention to detail, and a commitment to delivering high-quality administrative support will be key attributes for this role.

The selected candidate will be required to serve in the position for a minimum period of five (5) years.

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.