



LABOUR MARKET INFORMATION GUIDE FOR JOB SEEKERS

2016



FOREWORD

We are pleased to release the **Labour Market Information guide for Job Seekers 2016**. This publication is intended to inform the job seekers about employment facilitation services provided by the Ministry of Labour and Human Resources (MoLHR). However, there are other agencies that provides similar programs and initiatives which have not been reflected in this booklet.

The guidebook was compiled to provide updated information on the labour market and various employment facilitation services. Through this report we hope the job seekers will be able to better understand the labour market situation in the country.

His Majesty the King has been a constant source of inspiration for all the youth and people of Bhutan urging all Bhutanese people to actively intricate in the nation building with innovative ideas. It is also the responsibility of each and every citizens of the country to think how they can better serve the country and people of Bhutan. This sense of taking self-initiative is required from every individual who are not involved in nation building and look for every possible way for becoming involved in the country's economic growth.

In pursuit of the national goal in providing **gainful employment to all**, it remains our humble endeavor to provide any assistance to job seekers. For optimal capitalization of opportunities, we advise the job seekers to visit our website frequently, attend job fairs, be attentive to advertisements and announcements in the various media, and most importantly, be proactive and diligent in exploring on your own because the best jobs don't necessarily go to the most qualified applicants; they go to the best job seekers.

Tashi Delek

Director General



Table of Contents		Page No.
i.	Foreword	1
ii.	Background	5
iii.	Objective	5
Part I: Employment Facilitation Services		
I.	Entrepreneurship Development Program (EDP)	6
a.	Basic Entrepreneurship Course	6-7
b.	Comprehensive Entrepreneurship Course	7-8
c.	Advance Entrepreneurship Course	9
II.	Apprenticeship Training Program (ATP)	7
III.	Pre-Employment Engagement Program (PEEP)	10-11
IV.	University Graduate Internship Program (UGIP)	11-13
Part II: Guaranteed Employment Program (GEP)		
I.	Direct Employment Scheme (DES)	16-19
II.	Overseas Employment Scheme (OES)	20-22
III.	Youth Employment Skills Program (YESP)	22-23
IV.	Graduate Skills Program (GSP)	23-24
V.	Skills for Employment & Entrepreneur Development (SEED)	24-25
PART III: Special Training Program, Technical Training Institutes and Institute for Zorig Chusum		
I.	Special Training Program	26-27
II.	Information on Technical Training Institutes and Institutes for Zorig Chusum	27-28
PART IV: Job Fair and Job Portal System		
I.	Job Fair	29
II.	Job Portal System	29
a.	Features	30
b.	Detail registration process	31-35
PART V. Career and Employment Counseling		
I.	Career Myth	36
II.	Career Development Process	27
III.	Curriculum Vitae	38
IV.	Interviewing Techniques	39
V.	Strategic Framework for Job Search	40-41
VI.	GROW and Take Action model	42
VII.	Skills	43-44
VIII.	Top 12 Employment Interview Questions	44-45
PART V: Conclusion and Reference		
IX.	Conclusion	47
i.	Regional Employment & Labour Office contact number	48



BACKGROUND

Bhutan being a small country with population little over 0.7 million has been working towards achieving the Gross National Happiness (GNH) over the decades and much have been done to achieve its unique philosophy. Good governance has been one of the four pillars for achieving GNH for which it is vital to have a productive human resource that contributes to the economic growth of the country.

The unemployment issue emerged in early 2000, since then this issue of unemployment has always been a major challenge for the Government. As per the Labour Survey Reports, the unemployment among youth is more prevalent in female, in urban areas with certain level of education.

According to Unemployed Youth Perception Survey 2014, about 50 percent of the surveyed population interviewed were classes XII and below. 41 percent of the jobseekers were unemployed for more than a year and has completed their higher secondary education.

The unemployment issue has risen mainly due to job seekers' aspiration for desk jobs and preference in the public sector, where jobs are almost saturated. On the other hand the country has around 48,836 expatriate workers in the country as of 9th may 2016 as per the labour net system.

To address the unemployment issue, the Government has been working tirelessly in promoting gainful employment, in particular for the youth, despite having slow economic growth. Apart from numerous employment facilitation programs being implemented within the country, the Government has also initiated Guaranteed Employment Program for job seekers.

The guidebook has been compiled from various sources of administrative records and survey findings. It was first published in the year 2011 and has continued over the years. It was mainly intended to inform the job seekers about the current labour market situation and employment facilitation services that the ministry has to offer. Nevertheless, all information provided in this guidebook are not exhaustive and there are other agencies that provide other facilitation services to keep the youth meaningfully engaged.

The main objective of the guidebook is to:

1. Disseminate information on employment facilitation services provided by the Ministry of Labour and Human Resources.

PART I: EMPLOYMENT FACILITATION SERVICES

I. Entrepreneurship Development Program

The Entrepreneurship Development Program (EDP) entails awareness programmes to orient students, trainees and jobseekers on entrepreneurship support services, entrepreneurial skills training aimed at imparting entrepreneurial soft skills, access to finance, monitoring and advisory services, business opportunity mapping and writing project proposals. The programme is specifically targeted at educated and/or skilled unemployed youth.

A. Basic Entrepreneurship Course (BEC)

Coverage:

This course covers the fundamentals of business management plan such as marketing, production, organization & management, finance and accounts. Trainees are also taught the finer aspects of entrepreneurial soft skills and business plan preparation. Participants of this course must have vocational or technical skills and must be interested in starting a small business based on their skill. The training course culminates in the preparation of a business plan by the participants based on their individual business idea.

Duration and Frequency:

BEC is conducted on a quarterly basis each year for the prospective entrepreneurs from around the country. Each course is about thirty working days and tentatively conducted as per the following schedule:



Eligibility Criteria

In order to be eligible to participate in the BEC, youth must fulfill the following conditions:

- Should be between 18 and 35 years of age at the time of application;
- Should be trained in a vocational/technical skill;
- Should be ready to start a small business based on his/her vocational/technical skill;
- Should not already have an established business of his/her own; and
- Should be ready and willing to attend the BEC on a full time basis.

Documents Required

The aspiring entrepreneurs have to submit the following documents for the course:

- Application Form (available on website)
- Should be a job seekers registered on job portal system
- Valid Security Clearance Certificate Number
- Copy of Citizenship Identity Card
- Academic Certificates and Mark Sheets
- Training Certificates, if any

B. Comprehensive Entrepreneurship Course (CEC)

Coverage:

This course covers the fundamentals of business management such as marketing, production, organization & management, finance and accounts. Trainees are also taught the finer aspects of entrepreneurial soft skills and business plan preparation. Participants of this course are expected to have a business idea which can be explored during the training course. The training course culminates in the preparation of a business plan by the participants based on their individual business idea.

Duration and Frequency:

CEC is conducted on a quarterly basis each year for the prospective entrepreneurs from around the country. Each course is about forty working days and tentatively conducted as per the following schedule



Target beneficiaries:

An applicant must fulfill the following conditions:

- Should be between 18 and 35 years of age at the time of application;
- Should have a viable business idea;
- Should have an academic qualification of higher secondary education (Class XII);
- Should be ready to start a small business;
- Should not have loan with any financial institution; and
- Should be ready and willing to attend the CEC on a full time basis.

Documents Required

The aspiring entrepreneurs have to submit the following documents for the course:

- Application Form (available on website)
- Should be a job seekers registered on job portal system
- Valid Security Clearance Certificate Number
- Copy of Citizenship Identity Card
- Academic Certificates and Mark Sheets
- Training Certificates, if any

C. Advance Entrepreneurship Course (AEC)

Coverage:

This course covers the in-depth study of business management such as marketing, production, organization & management, finance and accounts. Trainees are also taught the finer aspects of entrepreneurial soft skills and business plan preparation. Participants of this course are expected to have a business idea which can be explored during the training course. The training course culminates in the preparation of a business plan by the participants based on their individual business idea.

Duration and Frequency:

AEC is conducted on a 3 times each year for the prospective entrepreneurs from around the country. Each course is about 50 working days/400 hours and tentatively conducted as per the following schedule

Target beneficiaries:

An applicant must fulfill the following conditions:

- Should be between 18 and 35 years of age at the time of application;
- Should be a job seekers registered on job portal system
- Should have a viable business idea;
- Should have a minimum academic qualification of University Degree
- Should be ready to start a small business;
- Should not already have an established business of his/her own
- Should not have loan with any financial institution.

II. APPRENTICESHIP TRAINING PROGRAM (ATP)

The Apprenticeship Training Program (ATP) is a program wherein job seekers are attached to the enterprises/industries to gain knowledge, skills and experience. ATP covers both occupation related instruction and on-the-job skills training. In other words, apprenticeship is a contract between a person (an apprentice) who wants to acquire competency in a particular skill and gain work experience, an employer who needs a skilled worker. Apprenticeship combines on-the-job training with technical classroom instruction.

Objectives:

1. Provide training opportunities under alternate mode through on-the-job training and provide exposure to real work environment to the youth.
2. Meet the immediate manpower requirement of the labour market.
3. Promote Public Private Partnership
4. Develop self-reliance, self-confidence, good social behavior and positive attitude towards work, amongst youth.

Modes of Delivery

The Apprenticeship training program shall be delivered through two modes as follows:

1. Attachment program
2. Structured training program

Eligibility Criteria:

The candidate for ATP must fulfill the following criteria for enrollment:

1. Be a Bhutanese citizen;
2. Be a jobseeker registered on the job portal system
3. Have a minimum qualification of Class VI;
4. Be at least 17 years of age; and
5. Be able to perform the essential functions of the occupations.

Candidates are not eligible if:

1. He/she has discontinued the ATP program earlier without valid reasons and justification; and if he/she has already availed government funded trainings.

Stipend

The apprentice shall be paid a monthly stipend of nu. 1800 by the DHR/Institutes/ Regional Offices and equivalent or more shall be paid by employer for the entire training period.

III. PRE-EMPLOYMENT ENGAGEMENT PROGRAM (PEEP)

The overall objective of the Program is to keep the youth meaningfully engaged while seeking employment. At the same time, it is aimed to sustain them during the transitional period between the end of their academic pursuit and before permanent employment. The specific objectives are to:

1. Keep youth meaningfully engaged while seeking gainful employment;
2. Enable them to gain relevant work knowledge, skills and experiences through internship in various organizations;
3. Help them undergo personal development while in the program through informal learning
4. Meet short-term manpower requirements in an organization.

N.B: *This program should not be construed as temporary job or unemployment benefit program.* Job seekers engaged under this program are encouraged to actively look for employment within the stipulated time period.

Eligibility Criteria

In order to be eligible for the program, the following criteria shall apply:

1. Should be a Bhutanese citizen registered as a job seeker on job portal system
2. Should be an educated unemployed youth possessing formal academic qualification of:
 - a. Class X & XII
 - b. Certificate/Diploma Holders
3. Should be willing to undertake any assignment available in the labour market or recommended by the Department of Employment in commensurate to the qualification;
4. Should not have worked at any time or anywhere prior to his/her enrollment into the program except Mode One;

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5. Should not be a transitional job seeker, i.e waiting to go for further studies or training and
 6. Preference shall be given to physically challenged job seekers.

Mode of Program and Duration

The duration of the program will depend on the mode of engagement of job seekers. The Department will arrange engagement programs using three different modes as follows:

i. Mode One (Fully funded by partner organization)

1. This mode entails engagement of job seekers in organizations facing short-term manpower shortage either upon the request of potential organizations or the Ministry.
2. Under this mode, candidate shall be paid a minimum monthly stipend of Nu. 3750.00, which shall be fully borne by the partner organization.
3. The duration in this case is flexible depending on how long the partner organizations require their services or can support them.

ii. Mode Two (Cost sharing basis)

1. Candidates shall be sent for an engagement in various organizations on a cost-sharing basis with the partner organization upon the demand for one such qualification.
2. The MoLHR shall pay a monthly stipend of Nu. 1800.00 per candidate and the partner organization shall pay an equivalent amount or more. The maximum duration of the program under this mode is Six Months.

iii. Mode Three (Fully funded by the MoLHR)

1. Candidates shall be engaged with government organizations and NGOs, especially involved in social activities.
2. The program shall be fully funded by the MoLHR. Candidates shall be paid a monthly stipend of Nu.3750.00. The maximum duration of the program under this mode is three months.
3. If placement is not possible, the duration shall be extended for another three months.
4. Candidates should find a job with/without the help of MoLHR within this stipulated time period.

Note: Program Officer will resort to Mode Three only when opportunities under Modes I and II are exhausted.

De-registration

De-registration of candidates would normally be done so on the following grounds:

1. When they find gainful employment.
2. When they avail any kind of training program.
3. On completion of their internship.
4. If the candidate wishes to discontinue on personal ground. Upon de-registration, candidates are required to submit relieving order from the organization concerned.

The Department of Employment will actively assist the candidate in finding gainful employment through counseling and referrals. However, it is also the responsibility of the candidates themselves to actively look for a job on their own.

IV. UNIVERSITY GRADUATES INTERNSHIP PROGRAM (UGIP)

Objective

The overall objective of the Program is to keep the youth meaningfully engaged while seeking employment. At the same time, it is aimed to sustain them during the transitional period between the end of their academic pursuit and before permanent employment.

Eligibility Criteria

1. Should be a Bhutanese citizen.
2. Should be a university graduate.
3. Should be a job seeker registered with Job Portal System of MoLHR
4. Should produce the National Graduates Orientation Program Certificate to enroll under the program.
5. Should be willing to undertake any job available in the labour market or recommended by the Department of Employment commensurate to the qualification.
6. Should not have worked any time or anywhere prior to his/her enrollment into the program except Mode One.
7. Preference shall also be given to physically challenged jobseekers.

Mode of Program and Duration

The duration of the program will depend on the mode of engagement of job seekers. The Department will arrange internship programs using three different modes as follows:

i. Mode One (Fully funded by partner organization)

1. This mode entails engagement of job seekers in organizations as interns facing short-term manpower shortage either upon the request of potential organizations or the Ministry.
2. Under this mode, interns shall be paid a minimum monthly stipend of Nu. 3750.00, which, shall be fully borne by the partner organization.
3. The maximum duration shall be six months.
4. If an intern does not find employment within this period, the duration may be extended for another three months if agreeable to the employee.

ii. Mode Two (Cost sharing basis)

1. Graduates shall be attach as interns to various organizations on cost-sharing basis between MoLHR and partner organizations based on requisition from such organizations.
2. The MoLHR shall pay a monthly stipend of Nu. 1800.00 and the partner organization shall pay an equivalent amount or more. The maximum duration of the program under this mode is six Months.

iii. Mode Three (Fully funded by the MoLHR)

1. Graduates shall be sent on internship with government organizations and NGOs, especially involved in social activities.
2. The program shall be fully funded by the MoLHR. Interns shall be paid a monthly stipend of Nu. 3750.00. The maximum duration of the program under this mode is three months.
3. If an intern does not find employment within this period, the duration may be extended for another three months.
4. Graduates should find a job with/without the help of MoLHR within this stipulated time period.

Implementation Procedures

1. Placement will be made only during the first week of the month.
2. Graduates must register with the Employment Service Centers.
3. If registration and placement are done by RELOs, details must be submitted to the Department of Employment, MoLHR for record and release of stipend.
4. The concerned organization shall issue an appointment order upon induction of the graduate in the organization.
5. The Department of Employment shall conduct monitoring of the program at least once before the expiry of internship period.

Mode of Payment

1. An intern must open a saving account and submit the account number to the Department of Employment within two weeks.
2. An intern must submit the attendance sheet to the Department of Employment/RELOs by end of every month verified by the competent authority of the organization. Unreasonable delay or non-submission of attendance sheet on time may result in forfeiture or deduction of stipend commensurate to the number of days delayed.
3. The attendance sheet may be submitted either in hard copy or electronically to the Department of Employment at the end of every month.
4. The officer in-charge of the internship programme will compile and submit the list of interns for payment to the Director for endorsement.
 - a. The Director will endorse and forward the list to the AFD by the first week of the following month for disbursement of stipend.
 - b. Stipend must be deposited in the individual intern's saving account within the 10th day of the following month by AFD

PART II. GUARANTEED EMPLOYMENT PROGRAM (GEP)

The GEP is a strategic response to address unemployment and is specifically designed to engage unemployed youth with qualification of class X and above who are willing to take up the GEP program with the following objectives:

1. To provide a guaranteed employment to the youth after attachment period of two years;
2. To provide skill training in those areas/sectors that are in high demand in labour market;
3. To create a pool of skilled and semi-skilled human resources in the country;
4. To promote and inculcate dignity of labour; and
5. To address shortage of human resources.

Following are the three schemes under the Guaranteed Employment Program.

I. Direct Employment Scheme (DES).

Objectives

The Direct Employment Scheme (DES) is a strategic response under Guaranteed Employment Program (GEP) to address unemployment and is specifically designed to engage unemployed youth with class 10 pass and above who are willing to take up the scheme with the following objectives to:

1. Support guaranteed employment to youth through various modes of engagement and training programs for a maximum period of one year;
2. Provide skill training in those critical areas/sectors that are in high demand in the labour market;
3. Create a pool of skilled and semi-skilled human resources in the country;
4. Promote and inculcate dignity of labour; and
5. Address shortage of human resources in the country.

All areas of engagement and training with partner agencies must ultimately guarantee permanent employment.

Areas of engagement/training

Though the DES in general will focus in the following broad economic sectors and areas of engagement, the Cabinet Sub-Committee will from time to time also approve other areas of engagement. However, the type and specific area of engagement will be identified based on the dynamic of labour market requirement and in close consultation with partner agencies. The GEP will target to provide support to 5000 youth for guarantee employment during the 11th FYP.

Sl. #	Areas of engagement by sector	Sl. #	Areas of engagement by sector
1	Construction (non-hydro)	8	Financial Services
2	Agriculture	9	Arts and Crafts
3	Hydropower	10	Retail and Sales
4	Tourism and Hospitality	11	Production/Manufacturing
5	ICT	12	Automobile
6	Health	13	Green Business
7	Education and Training	14	Media and Entertainment

The MoLHR's Job Portal shall be used for the purpose of shortlisting and recruitment, selection and appointment of Participants for all areas of engagement under the DES.

Funding Modality

Funding support to Participants will be based on the nature of occupation and level of qualification of Participants under the Direct Employment Scheme. The MoLHR will pay a minimum monthly allowance as specified in the guideline to Participants who are attached under the DES and the employer will be required to top up an amount specified in the GEP guideline (standard of monthly allowance by qualification) but not less than the National Minimum Wage (Nu.3750/ per month) to make the program attractive.

The Payment of MoLHR's portion of monthly allowance will be directly deposited into the individual's saving account by the AFD, MoLHR for the specified duration upon signing the employment agreement. The employer shall ensure the payment of their portion of the monthly allowance to the Participants of DES within the first week of every month.

Standard of monthly allowance for different levels of qualification:

Sl. No.	Participants -by qualification	Monthly allowance by MoLHR (Nu.)	Minimum monthly allowance by Partner Agency (Nu.)	Minimum monthly allowance (Nu.)
1	University graduate	7,500	3,750	11,250
2	Class XII pass	5,250	3,750	9,000
3	Class X pass	3,750	3,750	7,500

Implementing Modality

The implementation of DES will follow employment based approach. The DES shall be implemented in collaboration with potential Employers for the maximum period of one year.

The duration of the program will be based on the nature of occupations. For instance, the Participants will be attached for a year. Upon fulfilling the eligibility, applicants will be short-listed at the following ratio:

1. 1:10- if the slots/vacancies are less than 10
2. 1:5- if the slot/vacancies are more than 10
3. The DES unit can refer the jobseekers, if there are no candidates applied or based on the needs of the partner agencies.

DES will be implemented according to the Guideline and Employment Agreement. However, all activities in general shall agree to:

Eligibility Criteria

The participants of DES should:

1. Be a registered job seeker and must fulfill minimum criteria set as per the requirement of the areas and occupations of engagement program;
2. Be medically fit and mentally sound;
3. Be ready, willing and available to take up any form of employment;
4. Be at least 18 years of age at the time of recruitment with a minimum qualification of Class X;
5. Not be in full-time education/training;
6. Be agreeing to the terms and conditions laid down by the MoLHR or in employment agreement; and
7. Receive preference if found chronic job seekers in the Job Portal system of MoLHR

Procedures for the Recruitment, Selection and Placement of DES Participants

The implementation of DES will generally comprise of the following procedures:

i. Announcement

Announcement will be made from time to time depending on the requirement from the partner agencies. The announcement will contain information on available vacancies by sectors, location and duration of the program.

ii. Validation and Screening of DES Participants

The focal person of the DES shall validate employment status of job seekers from the online job portal data-base as per the eligibility criteria. The preference shall be given to the chronic job seekers who are not able to find jobs for more than six months. Once job seekers are attached under DES, the employment status of the particular DES Participants will be updated as employed and will be de-registered from the job portal.

iii. Placement

Job seekers will be attached or placed with various partner agencies depending on the requirement considering the qualification and subject requirement. The placement in areas other than Thimphu shall be done preferably in their respective Dzongkhags in the 1st week of every month by RDs of MoLHR.

The focal officer of the DES shall issue an appointment order mentioning clear information on the place of posting, name of the partner agency and effective date with the copy to the partner agencies and respective RELOs. The partner agencies shall submit the joining report of the Participants to DoE/Regional Offices not later than a week from the date of joining.

iv. Monitoring and Supervision

DES Participants shall be kept under the general supervision of the partner agencies and direct supervision of a qualified skilled supervisor, appointed by the management. The Participant shall be monitored and assessed regularly during the attachment period by the supervisor and the MoLHR/RELOs to determine progress of the Participant. The MoLHR shall carry out monitoring visits from time to time but not less than once in six months and evaluate & assess the Participant at the end of the program for certification.

II. Overseas Employment Scheme (OES).

Due to the soaring number of jobseekers the Royal Government of Bhutan has initiated the Overseas Employment Program to help jobseekers in providing additional career opportunities to go overseas and work. This would not only help in addressing the unemployment problem but also has an opportunity to learn from outside.

The main objectives of overseas employment are as follows:

- to achieve full employment;
- to maximize the development impact through remittances;
- to provide employment opportunities exploring labour markets for the Bhutanese abroad;
- to acquire knowledge, skills and exposure from outside; and
- to alleviate poverty.

Criteria for overseas employment

With rapid change in the economy and the rise of youth population, there are some mismatch in the labour market, whereby some labour force in certain occupations are in surplus and acute shortage in others. In such situation, the Ministry is of the view that this can be addressed through overseas employment program to a certain degree. However, to minimize the negative impact that may have on the overall economy, it is imperative to set clear guidelines and criteria for facilitating Bhutanese employment overseas. Some of the suggested criteria are as follows:

The applicant shall:

1. Be a Bhutanese citizen;
2. Have attained at least 21 years at the time of recruitment and not be older than 40 years at the time of the retirement or as specified by receiving countries;
3. Have minimum of basic education (Class X);
4. Be registered jobseeker registered with the Job Portal System and e-registration for overseas program of the Ministry.
5. Be Retrenched/separated employee not able to find job in the country during the cooling period of 1 year;
6. Possess skills demanded by the receiving country/employer; and
7. Work abroad for a maximum of 5 years at a stretch.

Modality of implementation (Cost-Sharing basis)

To make the program more efficient and sustainable, it is recommended that 'cost sharing' mode be implemented as per the following:

- RGOB provides Skill development Program,
- Employment Agents/Principal bears expenses such as airfare and visa fees
- Jobseekers bear other administrative cost (Passport, Medical Fitness Certificate etc.)

Role of MoLHR

- The Ministry would review and approve the contract, monitor transparency and enforce recruitment regulation as per the National Labour and Employment Act 2007;
- The MoLHR shall identify labour market niches abroad and arrange orderly supply of labour through supervised recruitment by foreign employers, recruitment agencies and foreign governments based on bi-lateral agreements;
- The provision for labour attaches will be made to the countries where there is large number of Bhutanese workers to look after their welfare and ensure their safety; and
- License approval shall be subjected to the fulfillment of the requirements in the Regulation on the Bhutanese Overseas workers.

Mode of operation and linkages with relevant Agencies:

i. Linkages with embassies and Foreign Ministries- **MoLHR & MoFA**

The MoLHR has built linkages with Embassies and Ministries of other countries in collaboration with MoFA in ensuring the safety of worker while working abroad.

ii. Linkages with Employment Agents

Employment Agents in Bhutan will be required to liaise with the Employment Agents abroad before they apply for the Employment Agent's License.

iii. Certification of Private Employment Agents-**MoLHR**

MoLHR shall call, assess and certify the Employment Agent and their performance will be reviewed and licenses will be renewed accordingly on annual basis.

iv. Refresher courses and Language courses-**Employment Agents**

The particular Employment Agent will conduct orientation, refresher and language courses as and when required.

v. Recruitment and Selection – **Employment Agents**

The Employment Agents will conduct recruitment and selection in a fair and transparent manner based on the Recruitment and Selection Regulation, 2012.

Monitoring and Reporting Mechanism

The program will be monitored at different levels by the different Agencies with common objective of ensuring the wellbeing of Bhutanese working abroad. The levels of monitoring mechanism shall be as under:

1. Embassies level- Royal Bhutan Embassies in respective country will monitor and submit the report to Government of Bhutan on bi-annual basis;
2. Ministry level- MoLHR will submit monitoring report to Government on biannual basis; and
3. Agent level-Employment Agents will submit the status report to MoLHR on Monthly basis and as and when requested for.

III. Youth Employment Skills (YES) Program

The Department of Human Resources (DHR) under the Economic Stimulus Plan (ESP) fund will be implementing Youth Employment Skills (YES) Program in partnership with local registered training providers.

The main objective of Youth Employment Skills Program is mainly to:

- Provide skills required to foster meaningful and gainful employment of Bhutanese youth in the economic sectors, and
- Meet the Critical HR requirement of our industry through supply of trained workforce.

Some unique features of YES are:

- The program will target jobseeker with middle and higher secondary qualification within the age group of 18 to 29 years.

- The occupation will be identified based on Rapid Market Appraisal (RMA) study by the training partner.
- Training providers will be paid on employment and not for training.
- Training will be short-term ranging from 3 to 4 months.
- Post-training, candidates will be employed in the existing industry.

Who can apply for YES?

- Job seekers registered with molhr job portal system
- Class x and xii school leavers
- Youth aged 18-29
- Those interested to work in the private sector/industry post-training

IV. Graduate Skills Program (GSP)

GSP is a program designed specifically for the university graduates jobseeker who are aspiring to set up their own businesses or seek employment in the private sector. The program will have two core elements:

- Core Skills: which will provide specific skill set to the graduates (Eg: software/application development, web development, food processing, furniture making, noodle making, agriculture, fishery, etc)
- Soft skills: which will provide soft skills such as communication, business management, marketing, accounting, resource management and procurement skills.

The training will be imparted in collaboration with the Registered Training Providers in the country. The training will be implemented as per the Rapid Market Appraisal (RMA) or Area Potential survey (APS) study. The training will be implemented either, institution-based or industry-based.

The overall objective of the program is to promote *gainful employment and achieve full employment target set by the Royal Government of Bhutan*. However the specific objectives of the program are to:

- Provide skills required to foster meaningful and gainful employment of Graduate job seekers through self-employment or employment in the existing industries,
- Foster establishment for new viable businesses in the country, and
- Meet the Critical HR Requirement of our industry through supply of skilled graduate workforce.

Some unique features of GSP are:

- The program will target jobseeker with university degree qualification.
- The occupation will be identified based on Rapid Market Appraisal (RMA) or Area Potential Survey (APS) study by the training partner.
- Training providers will be paid on gainful employment of trained candidates.
- Training will be short-term ranging from 4 to 6 months.
- Post-training, candidates can set up their own businesses or be employed in the private sector.

Who can apply for GSP?

- Job seekers registered with MoLHR Job Portal System
- University graduates
- Graduates interested in employment in the private sector or in self-employment

V. Skills For Employment & Entrepreneur Development (SEED)

The Skills for Employment & Entrepreneur Development or SEED has been developed with the objective to give young and aspiring individuals who are interested to set up their own businesses on acquiring specific skill set. The SEED will be designed to provide an individual with:

- Core Skills: which will provide specific skill set
- On-the-Job Skills: which will provide industry attachment and learning from relevant industry.
- Entrepreneurship skills: which will provide soft skills such as communication, marketing, and resource management.

The training will be imparted in collaboration with the Training providers located either in Bhutan or India and the local experts such as Entrepreneurship Promotion Division (EPD), DoE and Business Opportunity and Information Centre (BOIC).

The objectives of the programs are to:

- Provide skills required to foster meaningful and gainful employment of job seekers through self-employment, and
- Foster establishment for new viable businesses that will generate revenue and employment for the country.

Post-training, graduates interested to set up their own businesses through sole-proprietorship or partnership will be supported through the facilities and support available through the Business Opportunity and Information Centre (BOIC) based on feasibility of business proposal.

A total of 500 individuals will be trained for self-employment whose business will then create job of one or more additional job for an individual with vocational skills.

Who can apply for SEED?

- Job seekers registered with MoLHR Job Portal System
- Minimum qualification - class xii
- Prospective entrepreneur interested to set up their own businesses.

PART III. INFORMATION ON SPECIAL TRAINING PROGRAM, TECHNICAL TRAINING INSTITUTES AND INSTITUTE FOR ZORIG CHUSUM

I. Special Training Program

Skills Training Program (STP) is a need based HRD intervention geared towards addressing the immediate mismatch in the labour market through skills training. The main objective of the program is to provide employable skills to youth seeking employment in the private sector and to facilitate private sector development through supply of skilled manpower.

Different modes of delivery

All training under STP has been carried out through an invitation of Expression of Interest from the registered training providers. Following are some of the training modes that the Division used in implementing STP:

Training based approach: Under this, the Department of Human Resource liaised with the training providers in providing market oriented program based on the labour market analysis carried out by the Labour Market Information Division (LMID), Department of Employment (DoE). Post-training, candidates' profile under different trades are submitted to DoE for facilitation of employment with different employing agencies.

Employment based approach: Under this mode of training, training areas are identified in close collaboration with the industry (industry based association). Further in designing the program TOR, employment post-training is featured as a mandatory clause, thus requiring the training provider to closely liaise and dialogue with the industry at all stage of training delivery and placement of students post-training.

Incentive based approach: Based on the learning experience from the aforementioned modes of training delivery, the Department has introduced Incentive based programs, wherein the training provider takes an active role in delivering all aspects of training including identifying participants and liaising with industry for OJT and placement. Most of the administrative burden from

the Division is shifted to the training providers, therefore training provider take full ownership to the training. In process, training provider is able to advocate and generate public interest for their institute through the program supported by MoLHR. Furthermore, training provider is given additional incentive for initiating employment beyond the threshold/ percentage specified in the TOR. Therefore, various training based on the needs are provided through Department of Human Resource under the Ministry and jobseekers are therefore requested to be vigilant to various media and ministry's website to be able to enroll into the training programs.

II. Technical Training Institutes and Institutes for Zorig Chusum (TTIs & IZCs)

The Technical Training Institutes and Institutes for Zorig Chusum had been established in order to provide relevant quality training program in meeting the skill needs of enterprise and government organization through diversification of courses and promote outreach program to thrive in a rapidly changing world of technology and most of the courses provided in institutes are Competency Bases Training.

Following are the information on different courses offered by TTIs and IZCs.

1. Technical Training Institute-Chumey, Bumthang			
Courses Offered	Qualification/Duration		Entry Qualification
	National Certificate II	National Certificate III	
Masonry	2 years	6 Months	Class X. passed
Plumbing		No NC III courses offered till now	
Carpentry			
Welding			

2. Technical Training Institute-Rangjung, Trashigang			
Courses Offered	Duration	Qualification	Entry Qualification
Automobile	2. Years	National Certificate II	Class X. Passed
Electrical			
Computer Hardware & Networking			
Furniture Making		Certificate	
Cable TV Technician	9 Months	National Certificate II	

3. Technical Training Institute-Samthang, Wangdue			
Courses Offered	Duration	Qualification	Entry Qualification
Automobile	2. Years	National Certificate II	Class X. Passed
Heavy Earth Moving Operator	6 Months		
Heavy Vehicle Driving			

4. Technical Training Institute-Thimphu			
Courses Offered	Duration	Qualification	Entry Qualification
Automobile	2 Years	National Certificate II	Class X. Passed
	6 Months	National Certificate III	

5. Technical Training Institute-Khuruthang, Punakha			
Courses Offered	Duration	Qualification	Entry Qualification
Electrical	2 Years	National Certificate II	Class X. Passed
Mechanical			

6. Technical Training Institute-Dekiling, Sarpang			
Courses Offered	Qualification/Duration		Entry Qualification
	National Certificate II	National Certificate III	
Masonry	2 years	6 Months	Class X. passed
Plumbing			
Carpentry		No NC III courses offered till now	
Welding			

7. Institute for Zorig Chusum, Thimphu			
Courses Offered	Duration	Qualification	Entry Qualification
Dralham (Boot Making)	6 month- 1 year	Certificate	Class X. Passed
Tshemzo (Tailoring)	2 years		
Tshemdrup (Embroidery)			
Patra (Wood Carving)			
Shagzo (Wood turning)			
Thagzo (Weaving)	1 year		
Troezo (Gold & Silver Smith)	4 years	Diploma	
Jimzo (Sculpture)	6 years		
Lhadri (Painting)	6 years		

8. Institute for Zorig Chusum, Trashigang, Yangtse			
Courses Offered	Duration	Qualification	Entry Qualification
Dralham (Boot Making)	6 month- 1 year	Certificate	Class X. Passed
Tshemzo (Tailoring)	2 years		
Tshemdrup (Embroidery)			
Patra (Wood Carving)			
Shagzo (Wood turning)			
Babzo (Mask Carving)			
Machine Tshemdrup			
Thagzo (Weaving)	1 year		
Troezo (Gold & Silver Smith)	4 years	Diploma	
Jimzo (Sculpture)	6 years		
Lhadri (Painting)	6 years		

PART IV: JOB FAIR AND JOB PORTAL SYSTEM

I. Job Fair

The Department of Employment conducts the National Job Fairs and Regional Job Fairs every year. The Job fairs provide excellent opportunities for enterprises, job seekers, and training providers to come together to share information and thus they also provide opportunities for on-the-spot interviews, leading to job offers. The Department of Employment, through such events makes every effort to enlist the cooperation of private and corporate sector enterprises. Following are the objectives of conducting the Job fair:

- To meet the jobseekers and employers on a common platform;
- To recruit the most potential and qualified employee;
- To explore the present and future manpower demand by occupation, type of skills and the level of education and qualification;
- To display existing and future job vacancies;
- To find out the skills and abilities currently available in the job market; and
- To identify and conduct interview on the spot to recruit suitable future employees for the company.
- To market the company's products.

II. Job Portal System (JPS)

The “Job Portal System” is an online system where job seekers can register through a web based system. It was developed by the Department of Employment, Ministry of Labour and Human Resources (MoLHR) to provide services online.

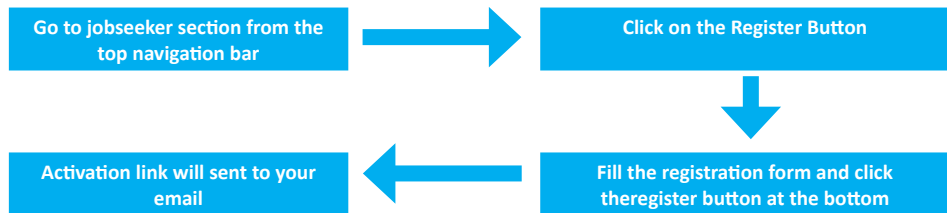
After registering in the system, all job seekers are issued with the unique Job Seeker Registration Number auto generated by the system. Any ad-hoc or planned human resources requirement or skill development trainings are sent to the registered jobseekers through Short Message Service (SMS) over mobile phone. All job seekers are advised not to change the mobile number so as to receive messages and alerts related to jobs and other valuable information from the Ministry's server.

The National Job Portal is the **Central Employment Repository** of Bhutan and the unified **Collaboration Platform** for qualified job-seekers and potential employers across Bhutan.

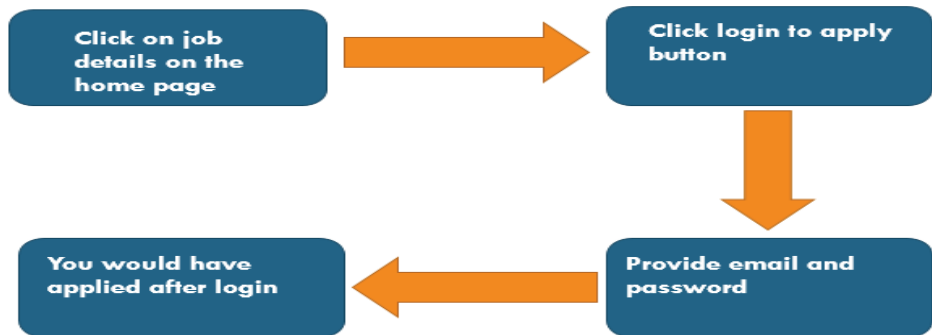
A. Features for Job Seekers in Job Portal System

- Registration and profile management
- Search jobs
- Apply for jobs
- Get notification if shortlisted
- Get notification if selected

Process for job seeker registration into Job Portal System



How to apply for jobs



B. Detailed Registration Process as New Jobseeker in the Job Portal System

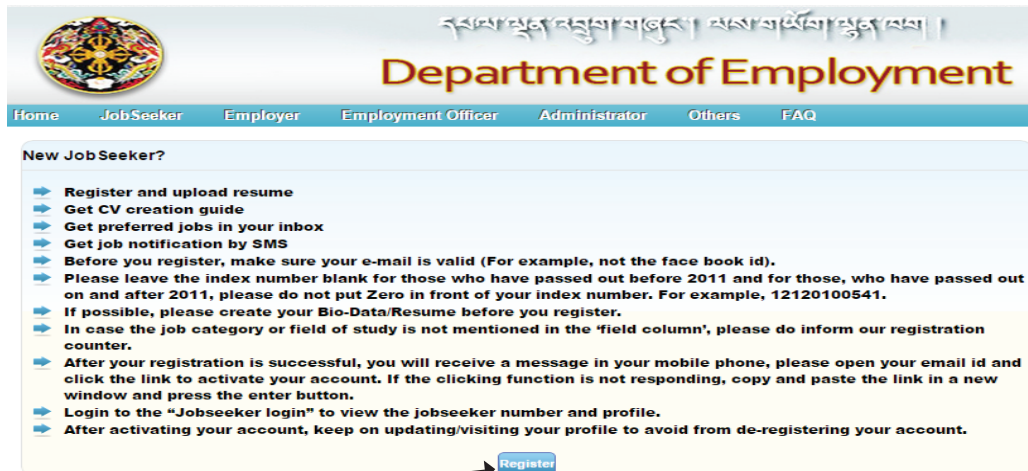
How to Register as a Job Seeker in the Job Portal (only for national Job seeker)

1. Type www.molhr.gov.bt/JobPortal in the address bar using internet browser (Google chrome, Internet Explorer, Mozilla Firefox, etc)

You will see the window as shown below:



2. Click on [Jobseeker](#) Button.



3. Click on [Register](#) Button.

You will see the window as below



Department of Employment

Home JobSeeker Employer Employment Officer Administrator Others FAQ

Job Seeker Registration Form

Login details:

Email: *

Confirm email: *

Password: *

Confirm password: *

Personal Details:

CID Number: *

Gender:

Name:

D.O.B. (dd/mm/yyyy): *

Contact Details:

Present Address: *

Phone:

Mobile: *

4. Fill up the Form (Please note that the information marked with red * marked is compulsory).

Job Seeker Registration Form

Login details:

Email: * Valid email address if you don't have the e-mail address then create it.

Confirm email: *

Password: * password should be more than 8 characters

Confirm password: *

Personal Details:

CID Number: *

Gender:

Name:

D.O.B. (dd/mm/yyyy): *

Check to make photo visible everybody

Contact Details:

Present Address: *

Phone:

Mobile: *

Guardian Contact No:

5. Forms Details:

Personal Details:

CID Number:*

Gender:

Name:

D.O.B. (dd/mm/yyyy):*

Your Citizenship Identity Card Number(CID). As soon as your CID is provided to the box, you will see your gender, Name & date of birth/photo as shown.

Contact Details:

Present Address:*

Phone:

Mobile:*

Guardian Contact No:

Provide your Contact details: Present Address, Mobile no, Guardian Contact no.

Experience Details:

Resume Headline:*

Total Experience: years months

Key Skills:*

Do you possess training experience Yes No

IF you have the work experiences then select no. of years and months else leave as it is

The *resume headlines* are few expressive statements that briefly and creatively highlight key skills and accomplishment throughout the career of a person. For Example: People-oriented, outstanding communication skills, Wide range of experience in strategic management for resolving long-standing problems and creating solutions that improve operational efficiency, etc.

Key Skills are those essential skills which people need in order to be effective members of a flexible, adaptable and competitive workforce. For example:

- Time management skills
- Strong verbal and personal communication skills.
- Effective listening skills
- Quick learning skills.
- Problem analysis, use of judgment and ability to solve problems efficiently.

Do you possess training experience (yes or no). If yes provide your training details as below:

Do you possess training experience Yes No

Serial No	Level of Training	Training Details	Start Date	End Date
1	Diploma	Information Management System	04/05/2010	09/05/2012

Add Row Delete Row

Select from the drop down list

Start date of Training

* If you have undergone more training, click on **Add Row** button.

End date of Training

Academic Details: Give your Academic qualification details.

Academic Details:
Academic Qualification:
Field of Study:

Class X Details:
Field of Study:
Certificate Index No.:
Class X Details: No file chosen

Class XII Details:
Field of Study:
Certificate Index No.:
Class XII Details: No file chosen

Graduation(Technical) Details:
Total Aggregate Marks:
 in CGPA in Percent
Certificate: No file chosen Supported Formats: doc,docx,rtf and pdf.Max file size: 300 KB
Year of Completion:

Provide your index no.(you can leave empty if you do not remember)

Choose scanned copy of mark sheet/certificate(Optional)

Provide your index no.(Optional)

Choose scanned copy of mark sheet/certificate(Optional)

Provide academic year of completion

Job Preference:
Preferred Sector:
Job Preference*:
Preferred Dzongkhag: Location:

Available Job Category
Veterinary assistant
Vice Principat III
Waiter
Ward Boy/Girl
Warden
Welder
Wood processing machine o
Wood working machine sett
Work Safety and Health Insp
Zazo

Selected Job Category
Web Designer
Software and applications developer

Select your Job Preference

Place you prefer to work


Other Details:

Place of Registration: *	Thimpu Head Office
Salary Expected(p.m.): *	8000-12000
Current Status: *	Unemployed
Do you want MOLHR's assistance in finding job?	No
What services have you availed from MoLHR so far?	N/A
How long have you been looking for job ?	1 year and 6 months
What was your employment status one year ago? *	Unemployed
How many times have you attended job interviews (Last six months)? *	3

Upload Resume:

Attach Resume: No file chosen

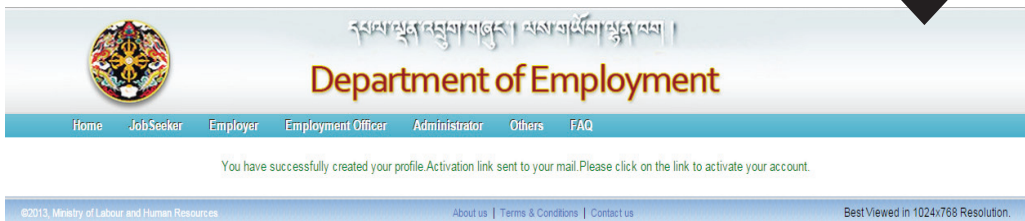
I have read and understood and agree to the Terms and Conditions of Jobportal.

Text Verification:* 

If you have copy of Resume/CV in pdf or doc format then you may attach.

If you finish filling up the form then you can click to **Register** Button

If your registration is successful then **You will see the window as below**



©2013, Ministry of Labour and Human Resources About us | Terms & Conditions | Contact us Best Viewed in 1024x768 Resolution.

In order to complete your registration the activation link will be sent to your mail. Read your mail sent by admin@molhr.gov.bt and follow the instruction as given in the mail. If you do not see the mail in the inbox then check in the SPAM box.

If you do not click on the activation link, the system will not allow access into the Job Portal to see your information.

You won't be able to register:

- If you are already registered in the Job Portal.
- If you give invalid email address.
- If employer gives your details in the job portal as an employee of the employer.
- If you do not have the valid citizenship Identity card.

PART V: CAREER AND EMPLOYMENT COUNSELING:

I. Career Myth

The Service Centre under the Department of Employment, Ministry of Labour and Human Resource and four regional offices in the country provide career counseling to job seekers. The job seekers are also taught in writing their curricula vitae or resumes and guide them to prepare for job interviews. They also provide daily counseling services as and when jobseekers approach them.

The career and employment counseling section also provide general counseling to enable jobseekers to update themselves with new labour market information and to build their self-esteem. The career counseling are being conducted annually in most of the middle and higher secondary schools targeting class X and XII students. However, there are other forms of counseling targeting parents and employers.

Jobseekers are provided guidance under structured counseling program in writing their curriculum vitae (CV) or resume, cover letter writing and also to prepare for job interviews. We provide daily counseling services on job search process as and when jobseekers approach us.

General counseling:

We conduct counseling workshops to the community as and when necessary to enable jobseekers to update themselves with new labour market information along with training and employment opportunities.

Career Myths

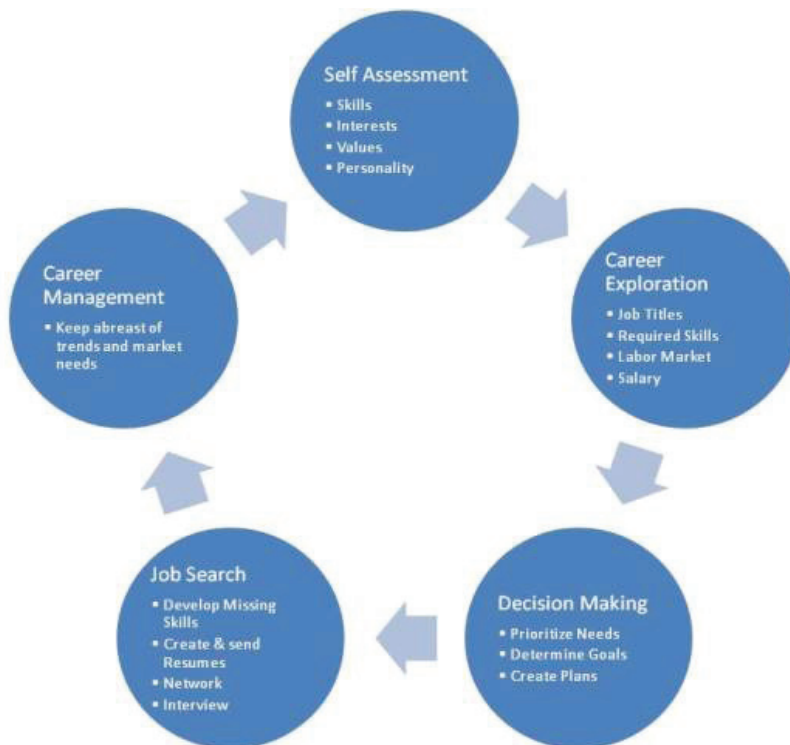
If you find yourself immobilized by any of the following career myths or do not know where or how to start your job search process, then, make an appointment with a career/employment counselor to get on track!

- Everyone else knows what they want to do
- I'm behind and losing time by the minute
- If I do not get a job soon after graduation, I will be seen as a loser
- If I don't know what I want to do, I'll wander aimlessly from one meaningless, menial job to another forever.
- Someone else can discover the right career for me.
- I should be able to make a quick decision on a career or job.
- Once I make a career decision, I'm stuck with it.
- I will or should be able to find the "perfect" career.
- I have to make this decision on my own.

II. Career Development Process

In a tough job market it can be tempting to jump into the job hunt feet first, but the most effective searches start with thoughtful preparation.

1. Know Yourself
 - Gain an awareness and understanding of your interests, skills, and values
2. Research the World of Work
 - Learn what kinds of career fields, jobs and employers fit your interests, abilities, and values
3. Make Decisions
 - Make choices that take into account what you want and what options are available

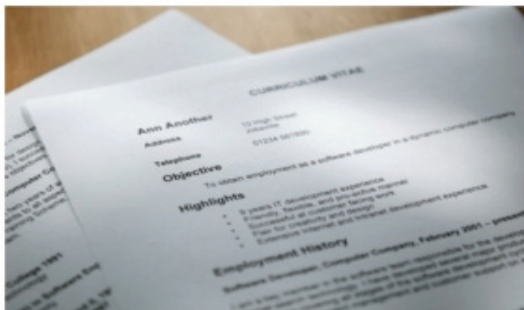


III Curriculum Vitae

What is a CV?

'CV' is short for 'curriculum vitae'. It is a Latin name. It means 'the course of my life'.

When you are looking for work, it will be useful to have a CV ready. Many employers like to see a CV.



Your CV should include:

Your name and contact details.

Your skills and qualifications.

Previous jobs and work experience.

A bit of information about you (hobbies and interests).

Your CV should not be too long. They are usually no more than 2 sides of paper.

IV. Interviewing Techniques



Pre-Interview

- Become familiar with the company and person you're interviewing with. This will ensure there is no lull in the conversation.
- Have multiple copies of your resume and organize any other materials you are taking with you.
- Turn your cell phone OFF. Putting it on vibrate is not good enough.
- Do not be late! Give yourself an extra 20 minutes and be conscious of potential traffic.

The Interview

- **FIRST IMPRESSION:** Walk, talk and look the part. Be Confident, not cocky. Maintain eye contact, present a strong handshake, and smile!
- **ONE MINUTE PITCH:** Prepare for the question: "Tell me about yourself" by planning out your focus and emphasizing relevant skills that you have early in the interview.
- **AVOID NEGATIVE STATEMENTS:** Even if you are asked a somewhat negative question, always portray yourself in a positive light, and never talk bad about a former boss.
- **YOUR SKILLS:** Focus on skills you can implement immediately. Employers want to hear how you could hit the ground running and contribute to their company immediately.
- **TELL YOUR STORY:** Support your claim of being the best candidate by providing examples of situations where you developed, enhanced, or used specific relevant skills.
- **MONEY:** Wait until the end or at least half way through the interview to ask about the job's financial particulars.

Post-Interview

- Always send a thank you note after your interview. The format of the note may depend on the type of company you interview with, but handwritten is always best
- Do not tweet! No matter how badly you may want to update your social media status, do not share the details of your interview on the internet. Your interviewer may be checking up on you online

SOURCES:
<http://www.effspaper.com/blog/interview-tips-send-handwritten-notes/>
<http://media-cache-ak1.pinimg.com/originals/1a/75/da/1a75da592e74561e0de89472f5e2e07d.jpg>



V. Strategic Framework For Job Search

Getting Started

Finding a desk job has become more difficult with increasing number of school dropouts at various grades entering the Labour Market every year. Nonetheless it requires an effort from the job seekers in finding gainful employment by actively seeking work. All job seekers have the potential to be gainfully employed provided that they are proactive in seeking employment and willing to work. It depends on how actively job seekers are looking for work and willing to sit for job interviews.

With the advancement in the technology it has become crucial for the job seekers to constantly keep browsing internet as many public sectors including the Government agencies are posting job vacancies and other training related information online. Given the various sources of information, how effective a jobseeker is in using these medium to their advantage depends on how actively they are looking for work.

Researching

Whenever you first embark on a job search, you will have to assess yourself by asking these questions on those particular vacancies which will help you during recruitment and selection process.

- How much do you know about the career opportunity you want to pursue?
- Are you aware of the necessary skills required in doing the job?
- What could be the job responsibilities and duties?
- What are the required qualification (field of study) and training?

Develop an objective to get a clear picture of what you are looking for in a job. You should have specific ideas from your self-assessment and research. Try to get information on where you want to get employed, make a list of companies, and establish a network and contact with those organizations.

Job Search Strategies

Volunteer – By volunteering and actively participating in some of the programs, you will be able to gain experience and increase your personal network. This can sometimes turn into permanent employment.

Temporary Job - Engaging as temporary workers, you can still look for permanent employment. A temporary job can also become permanent after the organization has witnessed your capabilities.

Internships - These allow you to gain work experience that many Bhutanese employers require. By doing internships you will come across many people within that organizations and has an opportunity to develop personal relationship eventually adding to your network. Internships can also turn into future job offers.

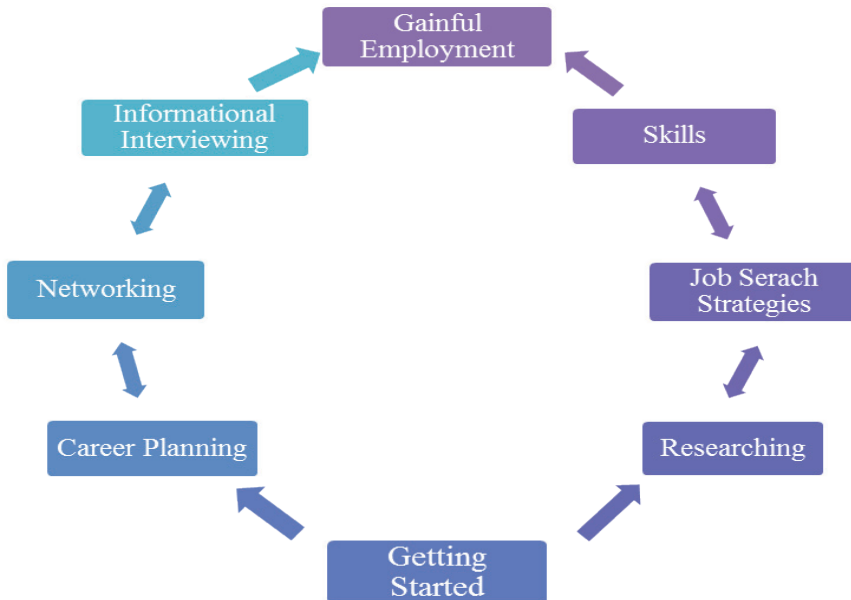
Networking

Not all jobs are advertised in the media and website and it is very important to keep network with people working in different sectors and agencies. Whenever there is a job available, networking will act as a strategy in helping you to tap on those opportunities. Networking helps to increase your knowledge of the organization. Your personal network begins at home. In addition you can expand your network through social networking and by joining various community services.

Informational Interviewing

This is one of the methods used by job seekers to obtain information. Informational interviewing puts you in direct contact with professionals in your field. There are several ways of making contact with professionals and how you contact with the concern professional is based on the level of familiarity you have with them. You need to use your best judgment and professionalism when contacting these individuals.

Strategic Framework for Job Search



VI. Grow and Take Action Model

GROW Model can be a useful tip to help you to find gainful employment

G-Goals. You need to set your goal where you want to be. For instance, if your goal is to get a decent job. How are you going to achieve that goal? What are the qualification and skills needed to get those decent job? And where can you find those decent jobs? When can it be achieve? You will have to assess yourself by asking these questions while setting your goals.

R-Reality. Reality is something that has already or currently been there and you should be able to know the reality in achieving your goals. The reality of achieving a decent job is more difficult as there are more number of university graduate in the labour market today.

O-Options. You should be able to know what sort of options are available in the market to make your goal more achievable. One of the option could be tapping the opportunities of employment facilitation program provided by Department of Employment, which will enable you to gain work experience. It is one of the most important pre-requisite condition set by Bhutanese principal Employer to employ in their companies.

W-Wrap up: To realize your goal, you need to consider the above mentioned points and will have to start preparing for it so that you will be able to achieve your goal as planned. Here is another simple model for taking action that will provide you some general guidance for your success as you work to bring about positive change in your career life. Begin by learning what are the issues related to employment and identify the gaps which you are lacking. Planning provides overall direction where things are now and where you wanted to be. It can be helpful for you to develop a clear vision, objectives, strategies, and an action plan.

You have to identify the gaps that you need to consider in order to get employment, and it is time to take action. Evaluate your strategies whether it is working or not? It's important to assess what is happening and make adjustments as and when required. Some important initiatives which you have already started and working well should be kept going.

VII. Skills

Skills for Success helps you to develop abilities that are required by employers, such transferable skills (Soft skills) are more of an advantage compared to Technical skills in the current market to get a job.

Skill development is one component of a job search. A professional resume and well-defined interviewing skills will enable the job seeker to move through several phases of the screening process. But the key to securing a job offer is to identify a number of employers offering career opportunities that match the job seeker's career interests. It is important for a job seeker to have a planned and organized approach to the job search. Job Prospecting Survey has revealed that the personal skills are demanded more than professional ones and, therefore, hard skills may land an interview but soft skills will land a job.

A planned job search begins with a great deal of research and hard work. You must use a combination of job search strategies in order to develop the most effective approach to securing a job. After you have reviewed the information in this guidebook, you are encouraged to start planning your own job search and seek help from others.

Some of the general skills and qualities demanded by employers:

The specific and transferable skills being sought by employers are:

1. Personal qualities

- **Intelligence** - the ability to analyze situations and solve problems
- **Knowledge** - an understanding of 'basic principles' rather than a lot of specialist

Knowledge

- **Willingness to learn** - the ability and desire to learn, and keep learning new things and new ways of doing things
- **Flexibility and adaptability** - the ability to respond to change, to try new things, and to manage change
- **Self-regulatory skills** - the ability to be self-disciplined about time-keeping, appearance and managing yourself and your work
- **Self-motivation** - being a 'self-starter', resilient, tenacious and determined
- **Self-assurance** - being confident and self-directed
- **Commercial awareness** - an appreciation of the business environment and what individuals need to do to survive and thrive.

-
- **Positive work ethic**- believing and focusing in moral value of work.
 - **Good attitude** - having a positive feeling towards work
 - **Hard work**- the ability to work diligently and being able to complete the task
 - **Consistency**- the ability to work at same pace
 - **Creativity** – the ability to perceived and being able to think outside the box
1. **Communication skills** - the ability to communicate, formally and informally, verbally and in writing, using ICT and other media, with a wide range of people both inside and outside the organization.
 3. **Interpersonal skills** - the ability to relate to feel comfortable with people at all levels and to be able to make and maintain relationships as circumstances change.
 4. **Teamwork**- the ability to work effectively in teams, often more than one team at once, and to switch roles from one project's situation to another in an ever-changing work situation.

VIII. Top 12 Employment Interview Questions for Job Seekers

Are you tired of hunting in vain for one of these illusive jobs that Bhutan has to offer? Or are you secretly afraid of even starting? Do you feel uncertain how to launch yourself into the job market? Or do you lack in confidence or think you don't have the right skills?

The success of every interview depends on the previous preparation and, therefore, it is quite imperative that every job seeker must prepare some basic probable questions for the potential employer's interview during the job search process. While some hiring employers use other selection criteria such as job psychological testing, the interview continues to be the main method of recruitment selection. A job seeker's resume or curriculum vitae may be impressive but a poor interview threatens success in landing that dream job.

Following twelve are some best well known questions often asked by the potential employer:

1) **Tell me about yourself**

The question is asked to find out about your job skills. It can be answered by describing your best qualifications and experience for that particular opted job. Be specific. Use examples to support your claim. A quick 60 seconds overview of your work history, skills and experience delivered with confidence will do. You are selling yourself.

2) **What do you know about the company?**

Do your research before the interview. What does the company do? Check on the internet or newspapers.

3) **Why do you want to work for this company?**

The interviewer wants your ideas what you think of the company. For example: good reputation, growth potential, good products or services. The employer expects you to show knowledge of and interest in the company. Your response should indicate that you have researched about the company. For example: "I've been reading that the company is really growing fast." Or something like: "The company looks promising from what I've been reading."

4) **Why did you leave your last job?**

The interviewer is trying to find out if you had problems on your last job. Never say anything negative about yourself nor your previous employer. If you did have problems, think of a way to explain without being negative.

5) **Why should we hire you?**

Refer to your characteristics, skills, qualities and knowledge. Explain how your offerings would be a benefit to the company.

6) **Can you work under pressure and to deadlines?**

Provide examples for this question that prove you cope with work pressure and meet deadlines.

7) **Where do you hope to be in five years?**

This needs a positive attitude, at the same time a realistic and sincere response.

8) **What do you look for in a job?**

Mention potential growth of the company, team work, and proper work ethics, something to this effect.

9) What are your weaknesses and strengths?

Never be negative. Rather, turn any negative issue or weakness into a positive statement or strength. For example: “I’m often too careful about my work. Sometimes I work late to get my job done properly.” Or, “I tend to be a perfectionist, so I can be sure I will do it right.”

10) How much do you expect to be paid?

Never state a flat amount unless you know what the job pays. Instead, try a neutral statement like, “How much have you budgeted for the position?” Or, “How much does the job pay?”

11) How do you handle conflict in the work place?

This is a practice of interaction management. Explain in terms of getting a grip with “cool it” moment first before handling the actual conflict, that eventually the conflict situation results in something that both you and the other person agree on. It’s a kind of win-win situation even in agreement to disagree.

12) What are your future plans?

The interviewer may want to know if you plan ahead, are ambitious or have set goals for yourself. He or she may also want to know what kind of expectations you have for the company. For example: “I hope to become competent at my job and perhaps find time to study to become even better.” Or, I hope I’ll be competent enough to grow with the company in my role.”

PART V: CONCLUSION

Looking for permanent, part-time or temporary employment is not easy. It is time-consuming, exciting, frustrating, tiring, fun and sometimes painful. Try to maintain a positive attitude. Hard work and perseverance **will** pay off. A typical job hunt looks like this:

NO.....NO.....NO.....NO.....NO.....NO.....NO..... NO.....NO.....NO.....NO....**YES!**

According to Tom Jackson, author of *Guerrilla Tactics in the Job Market*, you should try to get more No's faster. This increases your chances of getting a Yes.

Lastly, become a job search specialist. Companies hire those that best present themselves. Find your competitive edge! Consider these final eight points:

- Prove that you offer the potential of a strong ROI - return on the organization's investment.
- The employee is the most costly and complex asset of a company.
- Interviewers want to know what you can do to make the company more profitable.
- Most jobs are filled before ever becoming published openings.
- Don't let job specifications screen you out.
- Be patient and be respectful of a professional's time.
- No news from an employer is generally good news. They are fast with turndowns, slow with offers.
- Graduating from your particular school offers certain strengths and liabilities. Recognize both in your search strategy.

There are several things that a student can do to ensure an effective and organized job search. A job search is no easy task, and it can be more or less effective depending on the student's motivation, skills, and organization. Remember that the employer will not find you - you need to find the employer!

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