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Royal Government of Bhutan  
Ministry of Industry, Commerce and Employment

**OFFICE OF THE SECRETARY**  
**Human Resource Division**

MoICE/HRM-04/2025-26/ 1145

28 January 2026

**Vacancy Announcement**

The Ministry of Industry, Commerce and Employment (MoICE) is pleased to announce vacancies for in-service civil servants on **Open Competition**:

Position Title	PL	Minimum Qualification	Department	Division	Super Structure	Slots
Chief Labour Officer	P1A	Bachelors	Department of Labour	Labour Protection Division (LPD)	Administrative Service	1
Chief Program Officer	P1A	Bachelors	Department of Employment and Entrepreneurship	Labour Market Information and Career Guidance Division (LMICGD)	Administrative Service	1

Interested in-service civil servants who meet the eligibility criteria as per BCSR 2023, Chapter 11, Clause 11.7 Section 11.7.3 may apply to the Human Resource Division on or before **12 February 2026** with the following documents:

1. Application;
2. Verified Curriculum Vitae (ZEST Generated);
3. Last Promotion Order;
4. Valid Security and Audit Clearance Certificate;
5. Moderation Score for the last 2 years (2023-2024 and 2024-2025);
6. Leadership Potential and Situational Judgment Test Certificate;
7. Leadership Development Program Certificate;
8. Mandatory Integrity Test Certificate - Level I & II;
9. Integrity vetting ( HRD will process on shortlisting); and
10. No Objection Certificate (NOC) from the working or the parent agency

The applicants will be shortlisted based on BCSR 2023 and only the shortlisted applicants would be informed. ToR for the above positions is attached herewith for reference.

For details, please contact HRD, MoICE at Telephone No. 336143 during office hours.

  
(Tashi Dema)  
**Chief HR Officer**

# **Terms of Reference (ToR) for Chief Labour Officer, Labour Protection Division, Department of Labour, Ministry of Industry, Commerce and Employment.**

**Position:** Chief Labour Officer,

**Position Level:** P1

**Qualification:** Bachelors Degree

**Division:** Labour Protection Division

**Department:** Department of Labour

## **1. Position Overview:**

The Chief Labour Officer shall be the head of the Labour Protection Division under the Department of Labour and shall be responsible for the formulation, implementation, supervision, and enforcement of labour protection laws, policies, and programs with the objective of safeguarding workers' rights, ensuring fair labour practices, and promoting decent working conditions in the country.

## **2. Key Responsibilities:**

### **2.1. Policy and Legal framework**

- a) Oversee the effective implementation and enforcement of relevant sections of the Labour and Employment Act 2007 and Regulation on working conditions, OHS regulations, and foreign workers management regulations,
- b) Advise the Government/Department on labour policy reforms, amendments to existing laws, and introduction of new labour protection measures.
- c) Ensure harmonization of national labour standards with international labour conventions and obligations, where applicable

### **2.2 Administration and Supervision**

- a) Provide overall leadership, direction, and supervision to labour officers, inspectors, and other staff of the Labour Protection Division.
- b) Develop annual work plans, inspection strategies, and enforcement priorities for the Division.
- c) Ensure uniform application of labour laws across regions, sectors, and establishments.

### **2.3 Inspection and Enforcement**

- a) Oversee labour inspection systems to ensure compliance with labour laws and regulations.



- b) Monitor investigation of complaints, inspections, prosecutions, and adjudication support related to labour violations.
- c) Ensure timely and effective action against violations, including prosecution, penalties, and corrective measures

#### **2.4 Worker Protection and Welfare**

- a) Promote mechanisms for protection of vulnerable and unorganized workers, including migrant workers, women workers, and young workers.
- b) Oversee grievance redressal systems for workers and ensure accessibility, transparency, and timely resolution.
- c) Coordinate implementation of labour welfare schemes and protection programs.

#### **3.5 Coordination and Stakeholder Engagement**

- a) Liaise with other government departments, statutory bodies, employers' organizations, workers' organizations, and civil society groups on labour protection matters.
- b) Represent the Department in tripartite forums, committees, boards, and inter-departmental meetings related to labour protection.
- c) Coordinate with law-enforcement agencies and judicial authorities where required.

#### **4.0 Accountability and reporting**

The Chief Labour Officer shall be accountable to the Director, Department of Labour, for the overall performance of the Labour Protection Division and for achieving objectives set by the Department or the Ministry. Submit regular progress, compliance, and performance reports as prescribed.



## **Labour Market Information and Career Guidance Division (LMICGD), DoEE, MoICE.**

The National Employment Policy (NEP) of 2013 highlights the need to assess employment trends around the country, examine problems of the informal sector and propose measures to solve the issues identified through various job prospectuses. It also highlights the integration of career guidance and counselling in schools and institutes to understand and promote the requirements of the labour market. Therefore, the Labour Market Information and Career Guidance Division (LMICGD) was created under the Department of Employment and Entrepreneurship to analyze the labour market to identify trends, opportunities and challenges and empower individuals to make informed decisions about their career. The Division is mandated to provide career guidance and counselling services as per the National Strategy on Career Guidance 2022.

### **Overall Responsibilities of the Division are:**

1. Conduct research on national employment and labour market issues, and trends particularly research directed to generating information for policy formulation and preparing new programs and projects;
2. Develop a consolidated system for sharing and disseminating information in close collaboration with other stakeholders involved in the collection and compilation of labour and employment information. The system shall be the recognized focal point for labour and employment information;
3. Manage and update Employer-Employee Registration(EER) particularly information concerning the profiling, composition, and levels and trends in employment and retrenchment;
4. Conduct surveys and coordinate data related to labour market needs and forecasting to support development of relevant policies, programs and reports;
5. Manage and coordinate the Bhutan Labour Market Information System (BLMIS) to ensure timely and reliable data and information on TVET, foreign workers, employment and other aspects of the labour market;
6. Conduct surveys, tracers and provide M&E support to DoEE programs;
7. Assist individuals, businesses, policy makers and other stakeholders make informed decisions about employment and the workforce through the publication of Labour Market



Information Bulletin, Labour Market Information Guide for Job Seekers, Career and Occupation Dictionary and other related articles;

8. Conduct career guidance interventions and advocacy and awareness programs to make informed decisions about their education and career;
9. Develop career guidance materials based on best practices and research materials.
10. Develop different approaches and build capacities to deliver programs such as advocacies on employment opportunities, job placement, consultations and referrals;
11. Liaise and coordinate with school guidance counselors and Counselling Division of the Department of Education Program (DEP) to share updated career guidance and updated labour market information;
12. Participate in the policy, planning and the budgeting process and overall goal setting of the division and the Department.

The Division has two Units.

1. Labour Market Information and Research Unit(LMIRU)
2. Program and Career Guidance Unit (PCGU)

#### **1. Labour Market Information and Research Unit (LMIRU)**

The LMIRU plays a crucial role in helping individuals, businesses, policy makers and other stakeholders make informed decisions about employment and the workforce. The key mandates of the LMIRU include:

- I. Collect, compile and maintain data related to labour market information, on employment levels, job vacancies, skills in demand, and economic trends;
- II. Conduct research and surveys on employment and other labour market trends to support policy formulation, project implementation and program development;
- III. Conduct in-depth analysis of labour market data to identify trends, opportunities and challenges;
- IV. Assist employers and industries to plan for their workforce needs by providing insights into future labour market demands and supply;

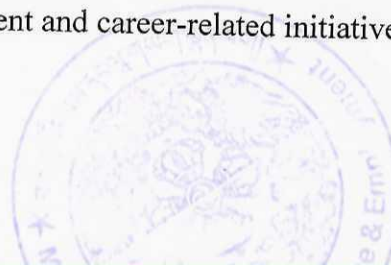


## Key Competencies of the LMICGD

- Adept statistical knowledge
- Labour Economics
- Economic assessment and projection skills
- Analytical and research skills (STATA, SPSS, CS pro, Excel)
- Report development and report writing skills
- Knowledge of different training and employment programs.
- Communication and networking skills
- Policy, advisory, roadmap, program development skills
- Project management and coordination skills
- Design thinking and foresights skills
- Program curation and implementation skills
- Policy development, review, and monitoring skills
- Policy and intervention M&E, and review skills
- Understanding on the principles of Career Guidance
- Event management skills
- Leadership and effective management skills
- Mentoring and coaching skills

## Chief Program Officer

- Provide strategic and operational leadership in planning, implementing and monitoring labour market information, research and career guidance programs of the Division and the Department.
- Translate the National Employment Policy 2013 and the National Strategy on Career Guidance 2022 into divisional plans, programs and measurable outputs.
- Oversee and ensure effective coordination between the Labour Market Information and Research Unit (LMIRU), Program and Career Guidance Unit (PCGU) and key labour market and career guidance ecosystem players.
- Ensure timely collection, analysis, management and dissemination of reliable labour market information to support evidence-based policy and decision-making.
- Provide technical oversight for the effective management and quality assurance of the Bhutan Labour Market Information System (BLMIS) and Employer–Employee Registration (EER).
- Guide the design and implementation of labour market surveys, tracer studies, forecasting exercises and analytical research studies.
- Oversee the development, updating and publication of labour market and career guidance information products, reports and knowledge materials.
- Provide strategic direction for the delivery of career guidance, counselling, advocacy and awareness programs.
- Coordinate planning and implementation of employment and career-related initiatives



- V. Disseminate labour market information to the public, including job seekers, and employers through reports, publications, websites, and other communication channels;
- VI. Coordinate and manage the Bhutan Labour Market Information System (BLMIS) to ensure accurate, timely and reliable data on employment, foreign workers, unemployment and other key labour market indicators;
- VII. Conduct tracer study, assessment and M&E support to Department programs.

## **2. Program and Career Guidance Unit (PCGU)**

The PCGU is responsible for empowering individuals to make informed decisions about their education and career, maximize their potential, and achieve their personal and professional goals.

The key mandates of the PCGU includes:

- I. Develop career guidance materials based on best practices and research to create user-friendly and valuable career information;
- II. Establish a comprehensive career guidance framework to create career planning tools in collaboration with relevant stakeholders to develop career related programs;
- III. Provide individual and group career counselling services to jobseekers, assisting them in exploring various career and employment options;
- IV. Maintain a repository of information on education, training, employment opportunities, skills requirements for career progression and collaborate with school guidance counsellors and other relevant stakeholders to disseminate career guidance and labour market information through various innovative channels;
- V. Conduct advocacy and awareness programs in schools and institutions to inform students, trainees, faculties, jobseekers, parents and other target groups on the employment and training opportunities;
- VI. Develop and implement other innovative employment and career-related programs such as job fairs, GOWA, etc. in collaboration with the ESCs;
- VII. Develop different approaches and build capacities to deliver programs such as advocacies on employment opportunities, job placement, consultations and referrals.



- Strengthen coordination with Employment Service Centers, education institutions, guidance counsellors, employers and other relevant stakeholders to enhance service delivery.
- Report on any issues/challenges or any updates to the Head of the Department and relevant authorities.
- Ensure effective monitoring, evaluation and reporting of divisional programs and provide M&E support to departmental initiatives.
- Supervise, mentor and build the capacity of divisional staff, and contribute to departmental policy development, planning, budgeting and reporting processes.

### Requirement

Qualification		Remarks
Minimum Degree	Bachelor	Preferably holding Masters/Bachelors in Statistics, Data science, Research and Development

