དཔལ་ལྡན་འབྲུག་གཞུང་། བཟོ་གྲྭ་ཚོང་འབྲེལ་དང་ལྷ་གཡོག་ལྡན་ལས། རྒྱང་ཨིག་ཚད། མི་སྟོབས་སྡེ་ཚན།།

Royal Government of Bhutan
Ministry of Industry, Commerce and Employment
OFFICE OF THE SECRETARY
Human Resource Division

MoICE/HRM-04/2026-27/388 09 October 2026

Vacancy Announcement

The Ministry of Industry, Commerce and Employment (MoICE) is pleased to announce vacancies for **contract recruitment** as detailed below:

#	Division/Department	Position Title	PL	Qualification	Contract period	Slot
1	Entrepreneurship Promotion Division, Department of Employment and Entrepreneurship	Asst. Program Officer	P5 B	Bachelor's degree (preferably Economics, Commerce, Business Administration, Entrepreneurship, HRM, Public Administration, Finance, Social Sciences, Development studies, Management or any other related field)	One year (extendable based on performance)	1
2	Employment Service Division, Department of Employment and Entrepreneurship	Asst. Program Officer	P5 B			1
3	Policy and Planning Division, MoICE	Asst. Planning Officer	P5 B			1
4	Office of the Director, Department of Tourism	Asst. Communication Officer	P5 B	Bachelor's degree (preferably communication, creative media, media management)		1

Interested Bhutanese citizens aged between 18-40, who meet eligibility criteria may submit an application with all the relevant documents to the Human Resource Division, Ministry of Industry, Commerce and Employment on or before 5:00 PM on 23 October 2026.

Eligibility criteria (qualification):
Minimum aggregate of 60% in Bachelor's degree and PCA in Class X and XII.

Documents required:

1. Duly filled up form 4/1 with passport size photograph (downloaded from the RCSC's website);
2. Copy of valid citizenship identity card;
3. Curriculum Vitae;
4. Copies of academic transcripts and certificates (Bachelor's Degree, Class XII and Class X);
5. Copies of relevant training certificate(s) and extra-curricular activities ;
6. Valid Security Clearance Certificate;
7. A copy of Citizenship Identity Card;
8. Valid medical fitness certificate issued by a competent RGoB medical doctor;
9. No Objection Certificate endorsed by the Parent Agency if employed;
10. Clean Integrity Vetting Report (will be processed by the HRD after shortlisting).

The HRD will communicate only to the shortlisted candidates regarding the venue and date of interview. For more details, visit the ministry's website and contact HRD at 334397/339351 during office hours.

HRD
(Official Seal)

P.O. Box 1036, Thimphu; Location: Thongsel Lam, Lower Motithang; Tel.No: 339351, 329274, 334397, 336143
website:www.moice.gov.bt