

[Vacancy – Gaylek Pvt. Ltd \(Closed\)](#)

Gaylek Private Limited, a newly incorporated company is looking for qualified and experienced individuals to apply for the positions below for immediate recruitment.

1. Dy. Manager, Finance and Accounts (1 Post) [\[Download ToR\]](#)
BBA/B Com – Major in Finance or Accounts
Basic Pay: 14,500.00, Conveyance Allowance: 800/-, Communication Allowance: 300/-, Other benefits as per service rules
2. Dy. Manager, HR and Admin (1 Post) [\[Download ToR\]](#)
BBA/B Com – Major in HR
Basic Pay: 14,500.00, Conveyance Allowance: 800/-, Communication Allowance: 300/-, Other benefits as per service rules
3. Accountant (1 Post) [\[Download ToR\]](#)
Class XII passed with Diploma/certificate in financial management/accounting
Basic Pay: 11,800.00, Conveyance Allowance: 800/-, Communication Allowance: 300/-, Other benefits as per service rules

An application pack containing the following documents (either in hard-copy or through email) can be submitted on or before 25th January 2019:

- Job Application
- Curriculum Vitae
- Copy of Academic certificates and transcripts
- Copy of valid Citizenship ID Card
- Security Clearance Certificate (online)
- 2 referrals/recommendation letters from non-family related referees

For further information, please contact Mr. Kinley Gyeltshen, at gaylek@bhutanextremetrips.com or call us at 337482 during office hours.

[Vacancy – Gaylek Pvt. Ltd \(Closed\)](#)

Gaylek Pvt. Ltd is pleased to announce vacancy for the following post. Interested candidates may submit complete set of documents on or before 12th December 2018. For further information email at gaylek@bhutanextremetrips.com or call at 337482 (Office) 77199696 (Mobile).

Position: Finance and Accounts Manager

Qualification: BBA/B.Com

Experience: Tally Software and have sound knowledge on Finance and Accounts

Salary: Basic Pay 15,000/- and Negotiable based on the interest and

experience

Other Benefits: Communication allowance, bonus and other as per rule

Documents to be submitted:

1. Application form or CV
 2. Copy of Academic transcripts/Training certificate.
 3. Copy of Citizenship ID Card.
 4. Valid Security Clearance Certificate (approved online).
 5. Valid Medical Fitness Certificate.
 6. Other Achievement / Recommendation /Participation certificates.
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[Vacancy for Driver cum Messenger \(Closed\)](#)

The Bhutan Chamber of Commerce & Industry (BCCI) is pleased to announce vacancy for the post below;



[Download Terms of Reference](#)

Interested national candidates of age 18 to 40 years & fulfilling the above Criteria may kindly submit the applications along with the following documents addressed to Human Resource Section, BCCI, Post Box No. 147, Doebum Lam, Chubachu – Thimphu 11001, Bhutan during office hours (9:00 am- 5:00 pm). Last date for submission of application is 15th May 2018.

Documents requirement:

1. [Employment Application form](#)
2. Academic Transcripts
3. Curriculum Vitae
4. Copy of Valid Driving License
5. Copy of citizenship ID card
6. Copy of Valid security clearance certificate
7. Medical Fitness certificate (Original)
8. Copy of Certificates of merit if any
9. NOC from current employer, if employed
10. Work experience certificates.

Shortlisted candidates will be listed in the website. Original documents should be produced at the time of interview without which candidature will be cancelled. For further details, call us at 02 324254/322742 or 17490906 during office hours.

[Vacancy for Regional Secretary, Mongar & Receptionist \(Closed\)](#)

The Bhutan Chamber of Commerce & Industry (BCCI) is pleased to announce vacancy for the following post;



- [ToR for Regional Secretary](#)
- [ToR for Receptionist](#)

Interested national candidates of age 18 to 50 years & fulfilling the above Criteria may kindly submit the applications along with the following documents addressed to Human Resource Section, BCCI, Post Box No. 147, Doebum Lam, Chubachu – Thimphu 11001, Bhutan during office hours (9:00 am- 5:00 pm). Last date for submission of application is 10th May 2018. Relevant experience shall be considered upon submission of experience certificate from previous employer(s).

Documents requirement:

1. [Employment Application form](#)
2. Academic Transcripts
3. Curriculum Vitae
4. Copy of citizenship ID card
5. Copy of Valid security clearance certificate
6. Medical Fitness certificate (Original)
7. Copy of Certificates of merit if any
8. NOC from current employer, if employed
9. Work experience certificates.

Short listed candidates will be listed in the website. Original documents should be produced at the time of interview without which candidature will be cancelled. For further details, call us at 02 324254/322742 or 17490906 during office hours.

[Vacancy Announcement – Druk Events – Closed](#)

POST: Graphic Designer

Should be fluent with Adobe Software including Photoshop & InDesign. Website Development ability would be added point.

QUALIFICATION: Class 12 passed with creativity Background (Preferences will be given to graduate on qualification and creativity performance)

Candidates won't be deprived of Salary Package.

Last date of Application: March 15, 2018.

Submit your Application with other necessary documents to Druk Events Office, located above Thimphu Clock Tower, Norzoe Plaza or contact 17747374 during office hours.



Vacancy Announcement for Secretary General – Closed

Bhutan Chamber of Commerce & Industry (BCCI) is an apex body for the private sector established as a non-government, apolitical and not-for-profit organization, primarily engaged in promoting, developing and furthering the growth of the Bhutanese private sector by providing a collective voice in advocacy and business facilitation services to help the private sector enhance its competitiveness in its businesses.

BCCI is pleased to announce the vacancy for the post of **SECRETARY GENERAL**. Interested nationals fulfilling the following requirements may apply for the above post within **31 Jan 2018**.

1. Minimum Qualification Requirement

- Bachelor's Degree from a recognized university. Master's Degree in the relevant fields shall be an added advantage.
- Minimum of 15 years if clean & continuous services, having served for at least for 5 years at the senior management level.
- Excellent communication and written skills in Dzongkha and English languages.
- Within the age bracket of 40 to 60 years at the time of furnishing the application.

2. Terms of Employment:

- On contract employment, initially for period of 3 years and subject to one term renewal based on performance.

3. Remuneration and other perks:

- Basic Salary: 100,000 per month
 - Contract Allowance: 30% of basic salary per month
 - House rent allowance: 20% of basic salary per month
 - Communication Allowance: 5000 per month
 - Chauffeur-driven office duty car
 - In addition to above, the selected candidate shall be entitled for other benefits as per the BCCI Service Rules in force.
4. **Documents Required:** *Along with a formal application for the post, the candidates shall submit the following documents duly attested*
- Copy of Academic transcripts, for degree and other certificates, if any
 - CV/Resume of the applicant
 - Photo copy of Citizenship ID Card
 - Security Clearance Certificate
 - Audit Clearance Certificate (upon selection only)
 - Medical Certificate

[Download Terms of Reference \(ToR\) for the post of SECRETARY GENERAL.](#)

All documents shall be retained by BCCI and short-listed candidates shall be required to produce original academic transcripts on demand at the time of interview that shall be communicated later. For more information, please contact **Mr. Damcho Tshering**, HRO at 17490906 or **Mrs. Sonam Wangmo**, Sr. Adm Officer at 17930800.

[Various Vacancies in Gelephu – Closed](#)

Gelephu Association of Hospitality Service (GAHS) and Gelephu Trading sector is please to announce following vacancy for immediate recruitment:

[List of Vacancy](#)

The last date of application is on 21st August, 2017.

For further details contact Mr. Choning Dorji at 16911722 or at 06-252022 during office hour

[Vacancy for Program Officer](#)

(Association of Bhutanese Industries)

– Closed

Association of Bhutanese Industries invites applications from eligible Bhutanese Nationals for the vacancy as described below:

Position : **Program Officer**

Qualification : **Bachelor Degree in any field with minimum 55%**

Job Placement: ABI, Phuntsholing

Pay & Benefits : Nu. 14,350-350-17,850 + Other benefits as per Service Rule

The copies of the following documents should be submitted along with the Job application, on or before 9th Jan 2017 in hard copy to the office located in Phuntsholing or send through e-mail to abialt2008@gmail.com

1. Curriculum Vitae
2. Citizenship Identity Card
3. Class X, XII & Degree certificates
4. Valid Security Clearance Certificate
5. Medical Fitness Certificate
6. NOC from Employer, if currently employed

Shortlisted candidates will be intimated by mail/telephone on the details of the interview.

Mailing Address

President,

Association of Bhutanese Industries,

Post Box. No. 54, Phuentsholing.

Contact Details: 05251340 (Tel) 05251341(Fax) e-mail: abialt2008@gmail.com

Face Book Page <https://www.facebook.com/abi.org.bt>

Selection Committee