



དཔལ་ལྷན་འབྲུག་གཞུང་། ལུས་ལྷན་སྲིད་པ་ལྷན་ཁོང་གི་ལྷན་ཁུངས།  
Human Resource Division  
Ministry of Energy and Natural Resources  
Royal Government of Bhutan  
Thimphu: Bhutan

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MoENR/HRD-03/2025/1377

April 16, 2025

**VACANCY ANNOUNCEMENT**

The Ministry of Energy and Natural Resources is pleased to announce the the post of the Chief (PERSONNEL & ADMINISTRATION) on Secondment to Punatsangchhu-I for the period of 3 years as per the details given below:

Sl No.	Qualification	Slot	Duration	Place of Posting	Terms of Reference
1	Minimum of Bachelor's Degree from any recognized university/institute.	1	3 years or dissolution of the Project Authority, whichever is earlier.	Punatsangchhu-I	<a href="#">TOR</a>

**Eligibility Criteria:**

The minimum eligibility criteria are as follows:

1. Qualification: Minimum of Bachelor's Degree from any recognized university/institute.
2. Experience: Minimum 15 years of experience with at least 3 years of relevant HR experience at senior management level (P2A and above in civil service and Sr. Manager and above or equivalent position in corporations).
3. Age: Maximum fifty-seven (57) years of age as of the last date of application submission specified in the announcement.
4. Other criteria: Has a clean service record with i) no outstanding dues, audit memos or administrative penalties; ii) no pending administrative disciplinary cases;
5. Is applying for Secondment for the first time, not a contract employee and have completed a minimum of 2 years of active service in the current position in the Agency for the candidates appointed and promoted through open competition as per the section 11.7.4 of the BCSR 2023, if applying for Secondment from the Civil Service.
6. Fulfill the eligibility criteria of the parent organization if applying for secondment from the public sector.

Interested in-service candidates who meet the eligibility criteria may apply for the post and submit the



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following documents to HRD, MoENR Thimphu latest by April 30, 2025. Alternatively, applications (along with the mandatory documents mentioned below) may be submitted online to [pwangmo@moenr.gov.bt](mailto:pwangmo@moenr.gov.bt) on or before the close of the deadline:

- a. Curriculum vitae (CV).
- b. Bachelor's Degree certificate and transcripts (for entire course).
- c. Master's and any other higher Degree certificates and transcripts (for the entire course), if available.
- d. A valid document proof/ evidence to show 15 years of work experience with at least three (3) years of experience at senior management level.
- e. Copy of a valid Citizenship Identity Card (both back & front).
- f. A valid audit clearance certificate for **an interview**.
- g. A valid security clearance.
- h. No Objection Certificate letter from the employer.
- i. Medical fitness certificate, if selected for the post.
- j. Performance/ moderation score for the last two years.
- k. Any other relevant certificates (Academic/ merits/ achievements).

For further clarification, please contact HRD, MoENR at # 17389308 during office hours.