



Agency for Promotion of Indigenous Crafts
Ministry of Economic Affairs
Royal Government of Bhutan



APIC/02/2011-

Date: 24/10/2011

To,
The Manager
Advertisement Division
Kuensel Corporation Ltd
Thimphu

Sir,

RE: Vacancy Announcement

Kindly arrange to advertise the attached 'Vacancy Announcement' in this Saturday (i.e. 26th November, 2011) issue of your newspaper (English only). The continuation of the same advertisement in the subsequent issues will be intimated with a separate letter. We would appreciate if the advertisements can be placed in the most prominent page. Please use the smallest font & minimum space for this advertisement & kindly follow the format attached.

The bill for the same may be submitted to this office for payment.

Best regards,

(Chheki Wangchuk)

CEO

CC:

1. Hon'ble Chairman, APIC Board for kind information.
2. Director, DCSI, for kind information.



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Vacancy Announcement:

Sl. No	Position Title	Pay Scale	Contract Allowance	No. of Post	Min. Qualification	Additional requirement	Contract Period
1	Quality Monitoring & Procurement Officer	At par with P4 level of Civil Service	15% of basic Pay	1	Bachelors Degree in Arts/Commerce/Economics	Minimum 2 years Experience.	3 years
2	Communication Officer	At par with S1 level of Civil Service	15% of basic Pay	1	Diploma in graphic Designing	1. Minimum 2 years Experience. 2. Preference will be given for applicants with IT Knowledge.	3 years

Interested candidates may submit their application in the following format wherever necessary to the CEO, Agency for promotion of Indigenous Crafts (APIC), 1st Floor, RSPN Building, Kawangjangsa, Thimphu with a copy of the following documents on or before 8th December, 2011.

1. Written Application
2. Resume
3. Copies of:
 - i. Academic transcripts
 - ii. Reference of work experience
 - iii. Security clearance certificate
 - iv. Medical certificate
 - v. Citizenship Identity Card

The same announcement can also be accessed at www.moea.gov.bt . Shortlisted candidates will be informed for interview. For job and other details contact Ms. Tshering Pelden at 334157 during office hours.