

Vacancy Announcement

The Management of Bhutan Postal Corporation Limited is pleased to announce the following vacancies for immediate recruitment:

Sl. No.	Job Title	No. of Post
1	Assistant Manager (Finance)	One (1)
2	Dy. Associate/ Associate (Finance)	One (1)
3	Driver (Light Vehicle)	One (1)

Application Process:

Interested Bhutanese candidates who have the required eligibility criteria may apply in hard copy to Administration and HR Division, Bhutan Postal Corporation Limited, Thimphu with duly filled Bhutan Post Application Form along with following documents on or before February 20, 2025, before 16:00PM. For further information on eligibility criteria, required documents and other important details of the positions please see below or call 02-322281 (Ext 2006 or 2027) during office hours.

Eligibility Criteria:

1. candidate must:
 - a. Be a Bhutanese citizen.
 - b. Have attained at least 18 years of age.
 - c. Meet qualification, experience and other requirements as specified in the position profile of the position.

Required Documents:

1. Curriculum vitae/Resume
2. Academic Mark sheets:
 - a. For Degree post: Degree, Class XII & Class X mark sheet
 - b. Class XII post: Class XII; Class X mark sheet
 - c. Class X post: Class X mark sheet
 - d. Class VIII post: Class VIII marksheet
3. Copy of Citizenship ID card
4. Security Clearance (online approved – should bring a copy)
5. Medical Certificate (not older than 6 months)
6. Audit Clearance Certificate, if employed.
7. Recommendation letters (if any)

Important Notes:

- Incomplete applications will not be accepted.
- Candidates who have submitted complete documents will be shortlisted based on academic marks.
- Applicants must look out for the announcement of the shortlisted name list in the Bhutan Post Website for final selection interview venue, time and date. Bhutan Post will not be responsible if any candidates do not appear for the interview on the announced dates.
- Candidates shall be required to produce No Objection Certificate if currently employed at the time of appointment (if selected).
- All candidates are required to bring relevant documents in ORIGINAL for verification at the time of the selection interview.
- Any candidate who is shortlisted but is unable to produce relevant and valid documents or does not meet any one of the eligibility criteria will be disqualified from the interview
- Please give valid contact numbers & email ID in the application.
- Applicants must bring their own copy of documents required. Bhutan post will not provide copying facilities
- The entry grade, pay, allowances and benefits will be as per the ISR 2024
- Please submit one application per post. Submitting multiple applications for different posts will result in rejection of the application.
- Bhutan Post reserves the right to either increase/decrease the number of intakes or may not take any, depending on the qualifications/experience/capabilities of the interested candidates, and their performance in the interview. Bhutan Post also reserves the right to select the next candidate (Standby) based on the merit ranking should a selected candidate withdraw. In case the requirement arises within the calendar year in the same position and grade, Bhutan Post shall recruit from the merit standby list.

1. Assistant Manager (Finance)

Vacancy	One (1)
Grade/Position/Pay	8- M5 (20,230-505-30,330) + Allowances and benefits as per ISR, 2024
Minimum Qualification	BBA/B.Com (Major in Finance/Accounts) with an aggregate of 60%, Class XII with an aggregate of 60% (English, Dzongkha plus best two subjects) and Class X with an aggregate of 60% (English, Dzongkha plus best three subjects).
Experience	Relevant working experience is an added advantage.

Employment Status	Regular
Place of Posting	Thimphu

Terms of Reference

2. Be the Assistant Head of the Finance Division.
3. Officiate Finance Head when he/she is on Leave or on Tour.
4. Help head Finance in the closing of Monthly, Quarterly, and final accounts.
5. Shall compile annual Budget for presentation in Budget Meeting.
6. Monthly tracking of individuals' budgets.
7. Shall update budget re-appropriation in the System as per the approval of the Management, submitted by the Divisions and Regions.
8. Reconcile both saving accounts of BNB and BOB and follow up with receivables.
9. Maintain Investment (FDR, TM & GF) and amortize its interest quarterly
10. Maintain balance confirmation and reconciliation of Imprest annually (Fax MO, POL, Office, EMO, WUMT)
11. Verify and authorize the commission booked for Remittance in the system.
12. Verify and authorize loss/gain on USD exchange, decimal gain of Remittance.
13. Submit Remittance Compliance report to RMA (Including BOP) and RBP monthly.
14. Correspond with Remittance counterpart and RMA.
15. Resolve the customer complaint related to Remittance.
16. Maintain Bank Guarantee (RMA, Custom Clearing, and Phuntsholing Thromde)
17. Review fund and financial position and report to the Management regularly.
18. Assist to manage Statutory Audit.
19. Submit Balance of Payment (BOP) to RMA quarterly.
20. Update Quarterly report to DRC.

2. Dy. Associate/ Associate (Finance)

Vacancy	One (1)
Grade/Position/Pay	10/11- S2/S3 (17,605-440-26,405/15,620-390-23,420) + Allowances and benefits as per ISR, 2024.
Minimum Qualification	S2 (Class XII with 2 years Diploma/Certificate course in Finance/Accounts) S3 (Class XII with 12 to 23 months Diploma/Certificate course in Finance/Accounts) with an aggregate of 60%, Class XII with an aggregate of 60% (English, Dzongkha plus best two subjects) and Class X with an aggregate of 60% (English, Dzongkha plus best three subjects).
Experience	Relevant working experience is an added advantage.
Employment Status	Regular
Place of Posting	Samdrupjongkhar GPO

Terms of Reference

1. Create new ledgers in the ERP system as and when required.
2. Enter expenses related to the Finance Division
3. Put RQ related to Finance to Procurement units and expenses out when used.
4. Make reverse entry/modification or rectification of vouchers in ERP.
5. Organize refresher training of ERP to the Staff as and when required.
6. Hand holding of Postmasters as and when required.
7. All Monthly accounts of Regions and POs.
8. Reconciliation of Revenue, Recoupment, and Ngotshab accounts of POs
9. Reconcile Inter-Unit (Activities) of FedEx, TNT, IMR, Philately and WUMT monthly.

3. Driver (Light Vehicle)

Vacancy	One (1)
Grade/Position/Pay	16- SP3 (11,230-280-16,830) + Allowances and benefits as per ISR
Minimum Qualification	Class VIII pass with Valid four wheeler driver license.
Experience	Relevant working experience is an added advantage.
Employment Status	Regular
Place of Posting	Samdrupjongkhar GPO

Terms of Reference

1. Taking care of office bolero BG-2-A1177.
2. Timely renewal of vehicle documents.
3. Submission of POL recoupment.
4. Timely maintenance of vehicle log book.
5. Marketing for the hiring of vehicles.
6. Assist booking counter and mail room.