

**VACANCY ANNOUNCEMENT- PROGRAMME OFFICER, INDIA-BHUTAN FOUNDATION,
THIMPHU SECRETARIAT**

The Thimphu Secretariat of the India-Bhutan Foundation (IBF), based in Embassy of India, Thimphu, invites applications from eligible candidates interested in filling up the contractual post of “Programme Officer”.

Age:	25 to 40 years
Language:	Proficiency in English and Dzongkha (verbal and written)
Educational Qualification:	Minimum Bachelor’s degree or equivalent
Work Experience:	Minimum 2 years’ experience with international organizations/Government/Private sector/CSOs
Job description and key requirements:	Programme Officer is expected to support the Secretariat in all activities pertaining to IBF including but not limited to: reviewing proposals for support, engaging with organizations through the entire timeline from project proposal to implementation, impact assessment post project completion, website maintenance and updating, organization of project-related activities etc. Applicant may refer the IBF website https://indiabhutanfoundation.com/ for greater understanding of the Foundation. Computer skills (Word, excel, power point, photoshop, Canva), analytical skills, verbal and written communication skills, and organizational skills are expected.
Approximate Salary:	Nu 40,000/- per month
Documents to Submit:	Curriculum Vitae Duly-filled in application form (may be downloaded from Embassy website https://www.indembthimphu.gov.in/) Recent passport-size photograph Copy of CID Proof of residence in Thimphu Copy of educational qualifications Copy of Medical Fitness Certificate Security Clearance Certificate Letters of recommendation
Last Date for Acceptance of Application:	27.06.2024

Applications may be sent either by post **OR** email to the following addresses:

Secretary, India-Bhutan Foundation, Embassy of India, Thimphu
Tel: +975-2-323227/17114208 (Mob)
Email: pol.thimphu@mea.gov.in; ibf.thimphu@mea.gov.in

PROFORMA OF APPLICATION FORM
For the position of Programme Officer, India-Bhutan Foundation (Thimphu Secretariat)

1. Name: _____

Paste recent passport-size photograph

Paste recent passport-size photograph

2. Gender: _____

3. Nationality: _____
[In case of Bhutanese nationals, kindly attach copy of CID]

4. Date of Birth: _____
[Kindly attach proof of Date of Birth]

5. Current Address in Thimphu: _____
[Kindly attach proof of residence]

6. Contact Numbers and email address : _____

7. Language Proficiency:

Language	Level of Proficiency		
	Speaking (No / Good / Very Fluent)	Reading (No / Good / Very Fluent)	Writing (No / Good / Very Fluent)
English			
Dzongkha			
Mention others (if any)			

8. Educational Qualification: _____
[Kindly attach proof of graduation]

9. Previous Work Experience **[Kindly attach proof of experience]** :

S.No.	Organization Name	Duration	Position	Remarks

Place:
(Signature of the applicant) Date: