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Royal Government of Bhutan
Ministry of Health, Thimphu

"A Nation with the Best Health"



MoH/HRD-3/2025/1871

18th September, 2025

Vacancy Announcement

The Ministry of Health is pleased to announce vacancy for the post of Project Officer under Project Management Unit, Fleming Fund on regular contract as specified below:

Sl No	Position Title	Slots	Academic Qualification	Position Level	Contract period
1	Project Officer	1	Bachelor's Degree Public Health/Administration or related field	P4 A (with 30% contract allowance)	7 months

The interested candidates fulfilling the required criteria as per the attached ToR may submit application to the Human Resource Division, Ministry of Health on or before **6th October 2025** along with the following documents:

- Civil Service Employment Form
(chrome-extension://efaidnbmninnibpcapjcgclclefindmkaj/https://rcsc.gov.bt/wp-content/uploads/2025/02/Form-4_1-Civil-Service-Employment-Application.pdf)
- Detail Curriculum Vitae;
- Copy of Academic transcript of Class X, XII and Degree;
- Copy of Citizenship ID Card;
- Copy of Medical Fitness Certificate;
- Copy of Security Clearance Certificate;
- No objection certificate from Parent/Working Agency if employed and
- Other merit certificates if any.

For detailed eligibility criteria and job requirements please refer to the attached **Terms of Reference**. Names of the shortlisted candidates will be announced on Health Website for selection interview.

For further enquiries, please contact HR Division at hrd@health.gov.bt



Human Resource Division
Ministry of Health



www.moh.gov.bt



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Terms of Reference

Eligibility criteria

- Minimum Bachelor's Degree in Public Health, Administration, or a related discipline.
- Good knowledge of basic computing, including Microsoft Word, Excel, and PowerPoint.
- Experience working with multilateral or bilateral funded projects is an advantage.

Roles and Responsibilities

The officer shall:

Oversee day-to-day delivery of all programme activities, including procurement, financial management, and results monitoring.

1. Planning & budgeting:

- Prepare annual work plans, implementation schedules, and budgets.
- Prepare and update projections for contract awards and disbursements.
- Develop the Fleming Fund work plan and budget in consultation with MoH and the management agent.

2. Systems & quality assurance:

- Establish systems to ensure the quality and timeliness of all deliverables.
- Prepare information and feedback mechanisms for reporting from implementing agencies.

3. Stakeholder engagement:

- Maintain timely and effective communication and foster good working relationships with key implementing partners and the Fleming Fund management agent.

4. Procurement & asset management:

- Assist in the procurement process and asset management, including monitoring, recording, and disposal.

5. Workshops & travel:

- Assist in organising workshops, training sessions, and travel-related activities.

6. Other tasks:

- Perform any other duties as assigned by the Project Director.

