



**Royal Government of Bhutan**  
**Ministry of Health, Thimphu**



MoH/HRD-3/2025/2172

30<sup>th</sup> September, 2025

**Vacancy Announcement**

The Ministry of Health is pleased to announce vacancy for the post of Admin. Assistant under Project Management Unit, Accelerating Mother and Child Health Project (AMCHP) on regular contract as specified below:

Sl No	Position Title	Slots	Qualification Required	Contract period
1	Admin. Assistant	1	Class XII	Till 30th June 2027

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 **15<sup>th</sup> October 2025** along with the following documents:

- Civil Service Employment Form ([https://rcsc.gov.bt/wp-content/uploads/2025/02/Form-4\\_1-Civil-Service-Employment-Application.pdf](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 and XII;
- 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 email to [hrd@health.gov.bt](mailto:hrd@health.gov.bt)



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**Terms of reference (TOR)**  
**Accelerated Maternal and Child Health Project (AMCHP)**  
**Administrative Assistant, PMU**

**Introduction**

The AMCH project is an initiative of the Government of Bhutan, financed through the World Bank by a grant from the Government of Japan. The project's objective is to enhance utilization of mother and child health and nutrition services by pregnant and lactating women (PLW) in all districts of Bhutan. It provides Social and behavior Change Communication (SBCC) to all registered PLW, and Conditional Cash Transfers (CCT) to eligible PLW.

The AMCH project management is under the responsibility of a Project Management Unit (PMU) under the Department of Public Health (DoPH) at the Ministry of Health (MOH).

The PMU is responsible for planning, coordination, monitoring and evaluation, performance tracking, financial management, procurement, social & environmental management, effective record keeping and data management systems, and progress reporting of all project activities in close collaboration with all relevant stakeholders including other departments of the MOH.

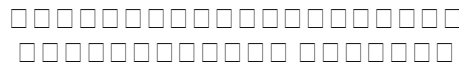
The PMU is composed of appointed MOH staff on a part-time basis, and staff recruited with project funds to work full-time on project implementation including a project Director (nominated among MOH staff), financial management and procurement specialist, etc. A full list of PMU staff is available in the project Operations Manual (POM).

**Description of tasks**

The TOR is for an Administrative Assistant, with the following responsibilities:

- Get well acquainted with all the strategic documents for the AMCHP, including Project Paper (PP), Grant Agreement (GA), Project Operations Manual (POM), Project Procurement Strategy Document (PPSD) and the Environmental and Social documents.
- Responsible for day-to-day coordination of project correspondence, information sharing, filing and ensuring appropriate follow up actions are taken on all correspondence.
- Receive, distribute and file all incoming and outgoing letters, request, e-mail and other official documents of the project.
- Schedule the organizational calendar and update as needed.





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- Provide logistic and office support to PMU staff for executing their responsibilities.
- Keep the filing system up to date and accessible.
- Prepare reports on expenses, office budgets, and other expenditures.
- Undertake travel and accommodation arrangements for PMU staff, as and when required; overseeing and preparing expense reports and budgets.
- Organize and arrange seminars, workshops, launching ceremonies, meetings and other events within or outside the capital Thimphu, as required by the PMU staff.
- Prepare and process approved requisition made by the project staff for office supplies.
- Ensure proper documentation of assets/equipment being issued to or returned by staff.
- Perform any other task required for the successful implementation of the project.

### Qualification and Experience

- At least class 12 pass or higher secondary school.
- Preference will be given to candidates with knowledge of government procedures and practices.
- Preference will be given to candidates with experience in preparing reports, budgets, drafting letters, and minutes.



**Human Resource Division**  
**Ministry of Health**



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