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VACANCY ANNOUNCEMENT

BHUTAN NARCOTICS CONTROL AUTHORITY

Thimphu: Bhutan

BNCA/Pro/01(01)2018-2019/2446

BNCA is pleased to announce the following vacancies.

Sl. No.	Position Title	No. of Post	Minimum Qualification	Position Level	Remarks
1	Administrative/ HR / Finance Officer	1	Bachelor Degree	P4-P2	Lateral transfer. will have to multitrask as Admin./Finance/HR Officer only candidates who meet the criteria as per super structure will be shortlisted.
2	Rehab Manager	1	Bachelor Degree	P5-P2/ SS4-SS1	Lateral transfer Work experience in administration and management will be an added advantage.
3	Assistant Counselor	1	Bachelor Degree	P5B	On consolidated contract for 2 years. Subject to renewal. Preference will be given to those with education background in psychology/counselling
4	Telephone Operator	1	Class X Passed	O4	On Consolidated Contract.
5	Peer Counselor	1	Class X passed	O4 A	On consolidated contract for 2 years. Subject to renewal based on performance. Preference will be given to those having working experience in drug addiction field.
6	Cook	2		GSP II	Added advantage will be given to those with multi-vocational skills

Interested candidates who meet the following eligibility criteria may apply with the following documents.

For Cook and Peer Counselors

1. RCSC Employment Application Form (<http://www.rcsc.gov.bt/wp-content/uploads/2014/downloads/2%20CIVIL%20SERVICE%20EMPLOYMENT%20APPLICATION%20FORM.pdf>)
2. Contract Agreement Form for Peer Counselors (<http://www.rcsc.gov.bt/wp-content/uploads/2016/10/ANNEXURE-2-Contract-Agreement.pdf>)
3. Relevant Mark Sheet, each copy of Citizen Identity Card, Security Clearance Certificate and Medical Certificate

For Lateral Transfers

1. Curriculum Vitae (CV) as reflected in CSIS (a print copy)
2. No Objection Certificate from the Parent Agency endorsed by the HRC

2019

The application along with the relevant documents must reach the BNCA Office by June 11, 2017. Shortlisted candidates will be contacted through phone calls with details of interview. For further details, kindly contact the HRO during office hours at 02-335371.

Management