



# Royal University of Bhutan

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## College of Language and Culture Studies Taktse



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### Criteria

<b>Position Title</b>	: Assistant Administrative Officer
<b>Position Level</b>	: P5/ PL – 8
<b>Qualification</b>	: Bachelor Degree
<b>Pay Scale</b>	: 20645 – 415 – 26870
<b>Employment Category</b>	: Regular
<b>Occupational Group</b>	: Administrative and Technical
<b>College</b>	: College of Language and Culture Studies, Royal University of Bhutan, Taktse, Trongsa

### Documents need to submit during the launch of application in IMS (online with clear scanned):

1. Copy of all academics mark sheet (Class 10, Class 12 and Bachelor Degree)
2. Valid Security Clearance Certificate (must valid till at least on the last date of submission)
3. Valid Medical Certificate (must valid till at least on the last date of submission)
4. Valid Audit Clearance Certificate, If employed (must valid till at least on the last date of submission)
5. Valid Citizen Identity Card (must valid till at least on the last date of submission)
6. No Objection Certificate, If employed
7. Relevant training certificates
8. Recommendation letters and referees contact details
9. Individuals contact number and email address

### Eligibilities:

1. Bhutanese citizens
2. Experience of 5 years and above in relevant field
3. Have attained at least 18 years of age and not more than 45 years of age
4. Should acquire 60% in class 10, Class 12 and Bachelor Degree (Note: the benchmark criteria will not apply to those with minimum of 5 years relevant experience)
5. In education weighting will be awarded as per: Class 10 – 15%, Class 12 – 25% and Bachelor Degree – 60%, Master – 5 bonus and PhD – 5 bonus
6. In experience weighting will be awarded as per: 5 – 10 years – 5 bonus and 10 and above experiences – 10 bonus



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### Term of References:

#### Have the knowledge of following Roles and Responsibilities:

1. Organize activities related to personal administration, property management/ maintenance, budget requirements. Procurement of office materials etc.;
2. Assist in the preparation of annual operation plan for administrative unit;
3. Assist in the coordination of important organization activities such as consecration, foundation day, national event, luncheons and VIP visits, as and when required;
4. Carry out roles and responsibilities of HR and procurement in college;
5. Coordinate management of vehicles and its movements;
6. Organize meetings, workshops and related sessions in the area of administration and management;
7. Have knowledge of the roles and responsibilities of Liaison Officer (External Linkages);
8. Have knowledge of the roles and responsibilities of Annual Performance Agreement (for college);
9. Have the knowledge of Asset Declaration;
10. Have the knowledge of Information Management System; and
11. Carry out any other task assigned by the supervisor

#### Disqualification:

1. Unclear documents will be not entertained and missing documents will not responsible by organization;
2. Invalid documents will be not responsible for organization;
3. The applicants will be disqualified if any candidates are found with any following conviction:
  - a) Convicted of a criminal offence or is under investigation or prosecution for a criminal offence; or
  - b) Terminated or compulsorily retired from the University, the Government, Corporation or Projects; or
  - c) Adjudged medically unfit for employment by a competent medical doctor; or
  - d) Intentionally provides false information in the application for employment or used fraudulent practices in the recruitment processes; or
  - e) Furnished fake/forged testimonials; or
  - f) Failed to furnish testimonials as required under the University rules.