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Agency for Promotion of Indigenous Crafts  
Ministry of Economic Affairs  
Royal Government of Bhutan



**VACANCY ANNOUNCEMENT**

The APIC Management is pleased to announce the following vacant post:

SI	Position	Slot	Qualification	Basic Pay Scale	Contract Allowance	Qualifying Criteria
1	Finance Officer	1	Minimum Graduate with PGDFM  <b>OR</b>  Diploma in FM (DFM)	At par with S1-P4 of RGoB  (depending on qualification, experience & competence)	15% of basic pay	1. Should have a minimum of 5 years or more experience in RGoB Finance and Accounting methods for PGDFM holders and a minimum of 8 years or more for DFM holders. 2. Should be familiar with annual budgeting, projections and be well conversant with Tally. 3. Have good command over Dzongkha and English.

The job contract will be for the initial period of 3 years and then renewable on mutual consent. Interested candidates may submit the applications with the following documents addressing to Chief Executive Officer, Agency for Promotion of Indigenous Crafts (APIC), Thimphu latest by March 15<sup>th</sup>, 2013.

1. Detailed CV
2. Copy of citizenship ID Card
3. Copies of academic transcripts
4. Valid Medical Certificate
5. Valid Security Clearance
6. NOC from current employer if already employed
7. Any other documents relevant to the advertised post's requirements

Shortlisted candidates will be notified for written examinations and interview. Original documents should be produced at the time of interview without which candidates will not be considered for the interview. Contact HRO at telephone No. 334157 for further information during office hours.