



འབྲུག་བཟོ་ཡར་སྐྱོད་ལས་ཚབ།  
Agency for Promotion of Indigenous Crafts  
Ministry of Economic Affairs  
Royal Government of Bhutan



**VACANCY ANNOUNCEMENT**

Sl. No	Position	Pay Scale	Contract Allowance	No. of Slots	Min. Qualification	Additional Requirements
1.	Craft Market Development Officer	At par with P4 level of Civil Service	30%	1	Bachelor's Degree	Minimum work experience of three years.  Preferences will be given to applicants with background in functioning, management of groups and craft related projects.

The job contract will be for the initial period of 3 years and then renewable on mutual consent. Interested candidates may submit their application to the CEO on or before **February 26, 2018** or email to [information@apic.org.bt](mailto:information@apic.org.bt) with following documents.

1. Application addressed to CEO, APIC
2. Curriculum Vitae (CV) or Resume indicating work experience
3. Copies of Academic transcripts, copy of citizenship ID Card, Valid Medical Certificate, Valid Security Clearance, NOC from current employer if already employed, Any other documents relevant to the advertised post's requirements.

Short listed candidates will be informed for interview. For queries contact 334157 during office hours. The term of reference can be found below.



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**Term of Reference for the post of Craft Market Development Officer**

1. Identify site(s) for craft markets
2. Work out detailed modus operandi of the craft market(s)
3. Design, secure funds (government, bank loans etc.) and establish craft market
4. Implement plan through a multi-sectoral working committee
5. Identify ways and means to make the craft bazaar economically feasible
6. Manage the craft market(s)
7. Carry out any other work as may be required by the Manager