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



The Agency for Promotion of indigenous Crafts announces the following vacancy

Vacancy Announcement

Position Title	Pay Scale	Contract Allowance	House rent allowance	No. of post	Min. Qualification	Additional requirement
Product Innovation and Design Manager	At par with P1 level of Civil Service	30% of the basic pay	At par with P1 level of Civil Service	1	Bachelor's Degree	At least 5 years of work experience.

The job contract will be for the initial period of 3 years and then renewable based on the performance. Interested candidates may submit their application to the CEO, Agency for Promotion of Indigenous Crafts (APIC), RSPN Building 2nd Floor, Kawajangsa, Thimphu with a copy of the following documents **on or before 16th November, 2018**:

- 1) Curriculum Vitae (CV) clearly indicating work experience
- 2) Academic transcripts
- 3) Reference of work experience
- 4) Security clearance certificate
- 5) Medical Certificate
- 6) Citizenship Identity Card.

The candidate upon selection will have to produce NOC from parent organization if she/he is employed.

Shortlisted candidates will be informed for interview. For details contact Mr. Pema Loday, APIC, at 334157 during office hours. For same advertisement, you can also visit our website: www.apic.org.bt.



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Term of Reference for the post of Product Innovation and Design Manager

1. Coordinate with research units (Zorig Chusum, Khaling Handloom
2. Weaving Centre etc.) for product development and documentation.
3. Provide technical inputs to the research units in product innovation.
4. Document indigenous/authentic Bhutanese craft designs and
5. best practices.
6. Develop standard catalogues and listing.
7. Organize forums for idea generation and knowledge codification
8. through panel of experts.
9. Research and document external trends and experts' views on
10. product innovation.
11. Develop linkages and partnerships for knowledge sharing with
12. relevant agencies both within and outside the country.
13. Link business community to new ideas (online platform, workshop,
14. etc.)
15. Carry out any other work as may be required by the CEO.

Chief Executive Officer