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ROYAL GOVERNMENT OF BHUTAN
Ministry of Finance
HUMAN RESOURCE DIVISION

BHUTAN
Believe

MoF/HRD/2(5)/2025/221

September 30, 2025

Vacancy for Secondment Program

In accordance with the approval conveyed via letter No. RCSC/HRMD/7/2025/3311 dated September 11, 2025, the Ministry of Finance is pleased to announce one vacancy under the Secondment Program to the Bhutan Livestock Development Corporation Limited (BLDCL) as detailed below:

Program	Place	Duration	Minimum Qualification	Other Requirement
Secondment to Bhutan Livestock Development Corporation Limited (BLDCL)	Head Office, BLDCL	3 Years	Bachelor's degree in Law, Business Administration, or relevant field (LLB preferred)	ToR stipulated by the BLDCL (attached)

Interested in-service civil servants who meet the prescribed eligibility criteria outlined under Section 13.10.3 of BCSR 2023 are invited to apply for the post. The following documents must be submitted to the Human Resource Division (HRD), Ministry of Finance (MoF) no later than **October 14, 2025**, via email to kdem@mof.gov.bt. Any late submission thereafter will not be entertained.

1. Curriculum Vitae (Zest generated)
2. Cover letter expressing interest and suitability.
3. Audit clearance Certificate (HRD, MoF will verify online)
4. Security Clearance (HRD, MoF will verify online)
5. Medical Certificate (Submit a copy)
6. Certificates of Merits/achievement, if any

Please note that shortlisting will be carried out in a 1:3 ratio, based on the extent to which applicants meet the eligibility criteria outlined above. Applicants must have a minimum of five (5) years of active service, inclusive of the probation period.

For any clarification, please email to kdem@mof.gov.bt.



Human Resource Division



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Bhutan Livestock Development Corporation Limited
Corporate Head Office
Thimphu: Bhutan
"Inspiring the growth of livestock entrepreneurs"



Annexure I: Terms of Reference for Secondment Positions at BLDCL

1. Position: Corporate Affairs Officer

Reporting to: Chief Executive Officer (CEO)

Duty Station: Head Office, BLPL

Salary: Basic: Nu. 33,820/-

35% of the contract allowance: $33,820 \times 0.35$: Nu. 11,837/-

Fixed Allowance: Nu. 17,245/-

LTC: 1,250/-

Local conveyance allowance: Nu. 1,500/-

Gross Pay: Nu. 65,652/-

Key Responsibilities:

- Ensure compliance with all applicable laws, regulations, and guidelines under the Companies Act of Bhutan, 2016 and other relevant statutes.
- Organize and facilitate Board Meetings, Annual General Meetings, and Committee Meetings; prepare and maintain minutes and resolutions.
- Advise the Board and Management on matters of governance, ethics, and regulatory compliance.
- Liaise with statutory bodies such as the Royal Audit Authority, Office of the Registrar of Companies, Anti-Corruption Commission, Ministry of Agriculture and Livestock and the Ministry of Finance.
- Maintain company records and oversee corporate filings and documentation.
- Support development and review of internal policies and procedures in line with good governance practices.

Qualifications & Skills:

- Bachelor's degree in Law, Business Administration, or relevant field (LLB preferred).
- At least 3 years of relevant experience in corporate governance or legal compliance.
- Strong understanding of the Companies Act of Bhutan.
- Excellent communication and drafting skills.