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ELECTION COMMISSION OF BHUTAN

(Ensuring Free, Fair & Democratic Elections & Referendums)



ECB-HRD(14)/2022-2023/1801

Dated: 26th May, 2023

Vacancy Announcement

The Election Commission of Bhutan (ECB) is pleased to announce the following vacancies:

Post 1: Chief/Deputy Legal Officer

Position Level: EM1/P1 or EM2/P2

Slot: 1

Placement: ECB, HQ

Qualification:

- i) Bachelor's Degree in a relevant field (LLB and PGDNL);
- ii) Must possess a minimum of 10 years of work experience in the relevant field for the Chief Position or;
- iii) Must possess a minimum of 7 years of work experience in the relevant field for the Dy. Chief Position or;
- iv) Must be well-versed in Dzongkha & English.

Post 2: Senior/ Legal Officer

Position Level: EM3/P3 or EM4/P4

Slot: 1

Placement: ECB, HQ

Qualification:

- i) Bachelor's Degree in relevant field; LLB with PGDNL and Certified by BAR Council of Bhutan;
- ii) Must possess a minimum of 3 years of work experience in the relevant field for the EM3 Position;
- iii) Must possess a minimum LLB with PGDNL and Certified by BAR Council of Bhutan for the EM4 Position;
- iii) Must be well-versed in Dzongkha & English.

Eligible candidates can submit their applications to the Human Resource Division of the Election Commission of Bhutan not later than June 12, 2023, at 5:00 PM.

Applicants must submit the relevant documents:

1. Filled Election Commission of Bhutan Employment Application Form;
2. Academic transcripts of Class X, XII and Bachelor's Degree;
3. Certified by BAR Council of Bhutan for the EM4/EM3 Position;
4. Security Clearance Certificate;
5. Copy of Citizenship ID Card;

Post Box No.: 2008, Democracy House, Kawajangsa, Thimphu: Bhutan

334851, 334852 (PABX), 334762 (PS to CEC), Fax: 334763

Website: www.ecb.bt E-mail: cec@ecb.bt

6. Copy of recent Medical Fitness Certificate;
7. Audit Clearance for in-service candidates, if selected;
8. No Objection Certificate from the parent organization, if selected;
9. Experience Certificate(s)/documentary evidence(s) for current and previous employment records;
10. Candidate must produce a Negative Drug Certificate if selected.

Shortlisted candidates will be called for an interview. For more information, please contact HR Division at 02-330473 during office hours.

Human Resource Division