



## JOB VACANCY

### Vision

*“To be the preferred financial institution in the region by providing customer friendly and efficient financial services”*

The nation’s biggest and oldest bank - Bank of Bhutan (BoB) is undergoing major transformation to focus on customer service and efficient financial services delivery, BoB has rolled out Oracle CBS technology of international standards in 8 branches including Thimphu and Phuentsholing, new service delivery channels like ATM and Internet banking is operating successfully. Year 2010 will see CBS roll out in the remaining branches, launch more ATMs, introduce new products, open new branches and focus on efficient service delivery to our valued customers.

Bank of Bhutan has also introduced 60 master scholarships, 4 executive & 8 junior management scholarships for short term training programme for BoB employees as part of our employee care programme. This is for rewarding and recognizing the efforts of the BoB employees and developing the human resource to provide high end service delivery to our valued customers.

***BoB is pleased to announce the following vacancies for those candidates who are driven and can distinguish themselves with the highest integrity, right attitude towards customers, with a lot of personal initiatives and with a aim to make a successful career in the financial institution:***

Category	Designation	Division/Unit	Grade	Nos	Min. Required Exp	Qualification	Salary	Employment type & Posting
A	Legal Officer	Legal	8	1	Fresh	Dzongkha (H) min 60%	As per grade	Regular and Thimphu, Phuentsholing or any of the branches
B	Assistant Manager	Credit		3				
		Finance, Administration, Research, Marketing Operations & Corporate Banking		6		Graduate (min 50% in B. Com (H) or min 50% in B. A. Eco (H) or min 60% in any other)		
C	Corporate Assistants	Corporate Banking	11	15	Fresh	Class XII pass (min 50% in Commerce or min 55% in any others ) Graduates may also apply	As per grade	Contract

***Note: All applications must be submitted with the BoB Job Application Form (download from BoB website [www.bob.bt](http://www.bob.bt) ) as per the Job Category latest by 1<sup>st</sup> March 2010 to any of the following locations, beyond which no applications will be accepted.;***

- i. Kabita Chettri, Executive Secretary, Corporate Banking Office, Thimphu Bhutan, Contact no. (02) 338024 **or**
- ii. Tshering Choden, HRD, Head Office, Bank of Bhutan, Phuentsholing, Contact no. (05) 252225/252645,
  - ❖ You are requested to get your documents attested by BoB official with the production of the original documents on submission of your application.
  - ❖ The recruitment and selection will take place tentatively in March 2010; date of joining will be in April 2010 and kindly check the bob website for any updates.
  - ❖ You can also courier your application to the *Human Resource Division*, Head Office, and Bank of Bhutan, Phuentsholing, and P.O Box no. 75. You are requested to confirm the receipt of your application with the *Human Resource division* on the Mobile no +97517643808 OR send a mail to [hrd@bob.bt](mailto:hrd@bob.bt)