



NHDCL/CS/ HR-15/2023/345

17th February 2023

Vacancy Announcement

National Housing Development Corporation Limited is pleased to invite applications from the interested & eligible candidates who are 18 years and above for the following positions:

Position	Slot	Qualification & Experiences	Grade	Salary & Benefits	Employment Type
Project Director	1	BE Civil with minimum of 15 years' work experiences with at least 3 years' experience in Project management of civil & Infrastructure Projects. Preference will be given to the candidate with prior experiences in implementing civil engineering projects funded by ADB and world Bank.		Basic pay: Nu. 55,580 Contract allowance: 30% of basic Pay HRA : 20% of basic pay Communication allowance: Nu. 5000 Conveyance allowance: Nu. 3000 Other benefit as per NHDCL SRR	3 years contract
Finance Manager	1	B. Com/ BBA Finance/ Accounting Minimum of 7 to 10 years experiences with 2 to 5 years in Finance & Account.	5	Pay Scale: Nu 30155-755-45225 HRA: 20% of basic pay Other benefit as per NHDCL SRR	Regular
Procurement Officer	1	B.E Civil/ Electrical/ Mechanical	7	Pay Scale: Nu.21990 -550- 32990 HRA: 20% of Basic Pay Other benefit as per NHDCL SRR	Regular
Administrative Officer	1	General Graduate	8	Pay Scale: Nu. 20230 -505- 30330 HRA: 20% of basic pay	Regular



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National Housing Development Corporation Limited
Thimphu: Bhutan



				Other benefit as per NHDCL	
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The following documents should be submitted to HR Division, NHDCL on or before **3rd March 2023**:

1. Job Application
2. Curriculum Vitae
3. Copies of Academic Transcripts & Certificates
4. Work Experience Certificate
5. Copy of Citizenship Identity Card
6. Security Clearance and Medical Certificate
7. Details of at least two referees (Family members or relatives will not be accepted)
8. NOC from the current employer if already employed (if selected)
9. Letter/certificate of merit if any

For further information contact HR Division at telephone No. 323147/332734 (Ext. No. 104) during office hours .