



གཤམ་རྒྱལ་པོ་གསེང་རིག་གཞུང་ལག་སློབ་ཤེ  
**Khesar Gyalpo University of Medical Sciences of Bhutan**  
**Royal Government of Bhutan**  
**Thimphu: Bhutan**



KGUMSB/HR/22/2022/515

14<sup>th</sup> October 2022

**VACANCY ANNOUNCEMENT**

The Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB) is pleased to announce following vacancy:

Sl. No	Position Title	Equivalent position level (PL)	Qualification and Experiences	Required number of slots	Place of Posting	Remarks
1	Data Manager	PL 8	Bachelor in Public Health or Bachelor in Nursing with some data entry and analytical skills	1	Royal Centre for Disease Control (Moderna Project)	On contract for one year and subject to renewal based on the availability of the fund until the closure of the project.  Terms of Reference attached herewith

**Note: PL8 is equivalent to P5 of the civil service**

1. Interested applicants who meet the eligibility criteria may apply along with:
  - 1.1 Application in the prescribed format (can be downloaded from <http://www.kgumsb.edu.bt/wp-content/uploads/2016/07/employent-form.pdf> )
  - 1.2 Curriculum Vitae
  - 1.3 Academic transcripts
  - 1.4 Training certificates(if any)
  - 1.5 Masters/Bachelors Certificate
  - 1.6 Security Clearance Certificate (Valid and copy)
  - 1.7 Audit Clearance Certificate, if employed (Valid and copy)
  - 1.8 No Objection Certificate from the Employer (If employed)
  - 1.9 A copy of Bhutanese Citizenship Identity Card
  - 1.10 A copy of Medical Fitness certificate issued by a competent RGoB medical doctor.
  - 1.11 Merit/Other certificates (if any)
  - 1.12 One recent passport size photograph
  - 1.13 One legal stamp



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2. Preference will be given to the applicant with relevant qualification/training and work experience.
3. The selected applicant will be assigned the position level based on the qualification, current position level and number of work experience in the current position.
4. University reserves the right not to select applicants if they do not get appropriate applicants for the post.

Application along with the above mentioned documents must reach the KGUMSB Secretariat on or before 31<sup>st</sup> October 2022 before 5 P.M. For further information, contact Ms. Anjana Pradhan @ 02-328999/990/997 (Ext: 2132) during office hours.

*Sd/-*  
(Ms. Diki Wangmo)  
**Registrar**