



### **VACANCY ANNOUNCEMENT**

Ref: 700/AFD/4128

T Bank limited, Head Office, Thimphu is pleased to announce vacancies for the following positions for recruitment.

Sl. No	Positions	Grade	No. of Slots	Minimum Qualification	Minimum Experience	Employment Type	Monthly Salary
1	Chief Financial Officer (CFO)	General Manager	1	CA (Chartered Accountant)/ CPA (Certified Public Accountant)	5 years of experience in relevant field	Regular/Contract for 3 years and renewable thereafter based on performance	Salary commensurate with qualification and experience
2	HR Manager	Dy. Manager/Manager	1	MBA/BBA (Major in HR)	5 years of experience in relevant field	Regular	As per T Bank Service Rule
3	Marketing Officer	Asst. Manager/Dy. Manager	1	MBA/B.Com/BBA/BA Eco.	3 years of experience in relevant field	Regular	As per T Bank Service Rule
4	Asst. Engineer	Asst. Manager	1	B.E in Civil Engineering/ Diploma in Civil Engineering	3 years of experience in reputed organization	Regular	As per T Bank Service Rule
5	Legal Assistant	Sr. Executive Support	2	Diploma in Law	3 years of clerical experience in Court	Regular	As per T Bank Service Rule

Interested candidates fulfilling the above mentioned criteria may apply to T Bank Ltd., Human Resource Division, Post Box No. 631, Head Office, Thimphu latest by 8<sup>th</sup> December, 2016. For any queries, please contact HRO at 02-337282/77445083 during office hours. The application for the respective post must be submitted along with the following documents:

1. Curriculum Vitae
2. Academic Transcripts along with Character Certificate
3. CID Copy
4. Security Clearance Certificate
5. Recent Medical Fitness Certificate
6. Work Experience Certificate
7. For in-service candidates applicants are advised to submit NOC from current employer.

**Please also log onto [www.tbank.bt](http://www.tbank.bt) for details of vacancy announcement and detailed Terms of Reference for Sl. No.1**

**Management**