



Vacancy Announcement

The Bhutan for Life Fund Secretariat would like to announce the vacancy for the following position.

Position	Program Officer
Type of Employment	On contract for an initial term of 3 (three) years (Extendable based on performance and need)
Qualification	Minimum Bachelor's Degree in related fields
Experience	At least 5 years of working experience in the related field (Program/project management and planning)
Place of Posting	Thimphu
Reporting	Program Manager

The application must be submitted latest by 22nd July 2022, before 4pm to Bhutan for Life Fund Secretariat, Royal Textile Academy Complex, Chubachu, Suite 202 or email all the required documents to bhutanforlife@bfl.org.bt before the closing time. The Terms of Reference (ToR) and Job application form is available for download from our website www.bfl.org.bt.

Any queries regarding the position should be directed to Finance and Administration at telephone 330978 or email bhutanforlife@bfl.org.bt during the working hours.

Only Shortlisted candidates will be contacted for selection interviews during which the required documents should be available in original for review. The BFLFS reserves the right to the final decisions on the recruitment of above post.



Expression of Interest: IT consultant/Firm

The Bhutan for Life Fund Secretariat would like to request interested individual IT consultant/ IT firms to submit the expression of interest to provide IT support to the secretariat. The EOIs would be reviewed on the basis of the following:

- Qualification of the proposed expert
- Relevant work experiences and knowledge mentioned in the ToR.

The proposals must be submitted latest by 22nd July 2022 (1 PM BST) to Bhutan for Life Fund Secretariat, Royal Textile Academy Complex, Chubachu, Suite 202. The Terms of Reference (ToR) and list of IT equipment with BFLFS is available for download from our website www.bfl.org.bt.

For any clarification, please contact Finance and Administration at telephone 330978 or email bhutanforlife@bfl.org.bt during the working hours.