**HMS/DSP/HR-005/2025/0268 19th August 2025**

**Office Order**

With the reference to the request for replacement of Entrepreneurship Officer letter vide HMS/DSP/PS-NS-002/2025/0211 dated 10th July 2025 for recruitment of Entrepreneurship Officer. The vacancy is hereby announced as below:

1. **Job Vacancy and Criteria**

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| --- | --- | --- | --- | --- | --- |
| Si.# | Position | Group & Level | Pay Scale | Qualification | Slot |
| 1 | Entrepreneurship Officer (NBC, Mentorship & Incubation, business support) | S1 | S1 + Allowance | Minimum Bachelors’ degree in Business Administration, Management, accounting, economics and related field | 1 |

1. **Selection and shortlisting**
* Based on the above requirements, candidates shall be selected through written exam (40%) and personal interview (60%).
* All interested and eligible candidates may submit applications through the given email hiringdsp@gmail.com latest by 31st August 2025.

The following documents are required for your application:

1. Valid Medical Certificate.
2. Citizenship ID Card;
3. Security Clearance Certificate;
4. All Academic Transcripts and Course Completion Certificates;
5. Previous Work Experience Certificates (if applicable); and
6. Training Certificates (if applicable)
7. No Objection letter from the employer if employed

The applicants shall be shortlisted, based on the stated criteria and the shortlisted candidates will be informed about the date of examination and interview later.

Please note the tentative dates for you to prepare for travel:

| **Activities** | **Tentative Schedule** |
| --- | --- |
| Open Vacancy Announcement | 19th August 2025 |
| Last date of application Submission | 31st August 2025 |
| Shortlist announcement for written examination | 5th September 2025 |
| Written examination | 8th September 2025 |
| Shortlist announcement for personal interview | 10th September 2025 |
| Personal Interview | 12th September 2025 |
| Evaluation of PI assessment sheet & announcement of selected applicants | 13th September 2025 |
| Appointment | 15th September 2025 tentatively |

Any change in timeline will be updated on DSP website. For any assistance, do contact mobile number 17812061/77988433 during office hours or visit Human Resource Management, Head Office, Taba

**Entrepreneurship Officer (NBC, Mentorship & Incubation, Business Support)**

Group & Level: S1
Pay Scale: S1 level + Contract allowance
Supervisor: Manager, Entrepreneurship Officer & Business Support
Authority: Manager, Entrepreneurship Officer & Business Support
Allowances: As per announcement

**General Job Specification**

**1. Minimum Qualification**

* Minimum Bachelor’s degree in Business Administration, Management,Accounting, Economics or related field.

**2. Overall Duties and Responsibilities**

* Create a panel of experienced mentors and assign mentors to De-suups based on their business needs.
* Coordinate the mentor-mentee relationship, ensuring effective engagement and knowledge transfer.
* Provide regular updates on the progress of mentorship programs to the Head, Post DSP.
* Organize training and capacity-building programs for mentors to enhance their skills and effectiveness.

**3. Specific Duties & Responsibilities**

* Establish a system for tracking and evaluating the success of mentor-mentee interactions.
* Offer guidance and advice to mentors to ensure their engagement with De-suups is productive.
* Provide support to De-suups through one-on-one mentoring sessions, addressing challenges and identifying opportunities.
* Collaborate with other teams to align mentorship activities with Post DSP’s broader business development initiatives.
* Encourage and facilitate networking and collaboration among De-suups and their mentors.

**4. Nature of the Duties**

* The post is based at Thimphu and requires the incumbent to be stationed at Thimphu at the Post DSP Office.
* The responsibilities will require the incumbent to work beyond official hours and weekends to meet deadlines and targets.
* The work involves substantial amount of planning, study, creativity, originality and attitude for detailed analysis of issues & situations.
* The job also involves dealing with complex issues sometimes falling outside guidelines where one must use one’s judgment in the assessment of the need, implications and execution and working under pressure and deadlines.
* Task involving others concerns as assigned with verbal instructions from the Head, Post-DSP. Routine duties with lesser degree of significance is carried out independently.
* The work involves lots of interaction both within and outside Post DSP
* The work assignments are generally performed in an office setting and require travel to sites, Offices within and outside Bhutan
* Any other work assigned