

Foreword

It gives me an immense pleasure to bring out the Second [Labour Market Guide for University Graduates](#). This publication is the manifestation of our earnest endeavours to step up the employment facilitation services in the face of the soaring number of university graduates.

The information is compiled from various reports available with us as well as direct inquiries with various agencies. Our priority attempt here has been to provide as much information as possible to job seekers on various opportunities in the immediate and short-term.

The candidates will have to go through normal recruitment processes. The general principles required to follow in recruitment are open-competition, merit-based, transparency and fairness.

We have also provided some useful information and tips to the job seekers, e.g., 12 job interview questions and qualities & skills required of a job seeker.

In pursuit of the national goal of providing [gainful employment to all](#), it remains our humble endeavour to provide any assistance to job seekers. For optimal capitalization of opportunities, we advise the job seekers to keep in close contact with us and be attentive to advertisements and announcements in the various media, and most importantly, proactively and diligently explore on your own.

Tashi Delek

Jamyang Galey
Director

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Summary of Indicative Employment and Training Opportunities for University Graduates as of August, 2011

Sectors	Civil Service		RBP	BPO/ITES	Chiphen Rigphel Project	Private Corporation	Public Corporation	Autonomous Agency	NGO	Constructions	Other Private Establishments	Hydro Power projects	Self Employment	Grand Total	General Information
	Training	Vacancies		Training	Vacancies								Training		
Total	284	217	4	620	31	40	139	61	19	20	118	456	420	2429	
Recruited	0	0	4	320	4	29	118	61	2	17	91		68	714	
Response Error	0	0	0	0	0	2	11	0	17	0	18			48	
Balance	284	217	0	300	27	9	10	0	0	3	9	456	352	1667	

Monthly Statistical Report for Graduates Aug-Oct, 2011

Sl.No	Category	No. of Job Seekers Registered		Total	Number of vacancies				Total	No Referred		Total	No Placed		Total
		Male	Female		Private	Corp	Govt	NGOs		Private	Corp		Private	Corp	
1	Master	2	3	5	0	1	0	1	2	0	0	0	0	0	0
2	Technical	104	35	139	4	5	5	0	14	0	0	0	0	0	0
3	General	212	153	365	61	71	62	7	201	3	6	9	0	41	41
Total		318	191	509	65	77	67	8	217	3	6	9	0	41	41

Summary of Indicative Employment and Training Opportunities for University Graduates as of November, 2011

Sectors	Civil Service		BPO/ITES	WIPRO/BPO	Chiphen Rigphel Project	Public Limited Companies	Other Private Establishments	Punatshang chhu II &Mangdec hhu H P A	Self Employme nt	Grand Total	General Informa tion
	Training	Vacancies	Training	Employment	Training	Vacancies			Training		
Total	284	167	300	100	27	40	21	52	100	1091	

The above information has been compiled by the Labour Market Information & Research Division (LMIRD) of our Ministry through direct contact with the Companies during October, 2011.

However, the information will again be compiled through Job Prospecting Exercise that is due sometimes towards the end of November, 2011 and will be updated in the similar booklet.

The monthly vacancies based on the job openings in government, private and corporate sectors will be displayed by our Employment Service Centers in Thimphu, Phuntsholing, Gelephu, Samdrup Jongkhar and Trashigang. The information on job market captured by these service centers will also include those advertised in all the Media. Therefore, the job seekers are requested to keep close vigilance on the job vacancies from all these sources.



Section 1

Trainings and Job Opportunities



Table 1.1: Trainings under RCSC

Sl No	Course	Slots per Year	Contact
1	PGDPA	36	RCSC, 332476/332475
	PGDFM	36	
	PGDNL	25	
	PGDE	155	
	Dzongkha	32	
	Total	284	

Table 1.2: Vacancies under RCSC

Sl. No	Name of the Establishment	Contact #	Occupation	Slots
1	Royal Civil Service Commission	332476/332475	Engineers	167
			Architect	
			Doctors/Nurses	
			Other Technical Graduates	
			General Graduates	50+

Source: RCSC

The category 'General Graduates' above pertains to the direct recruitment to civil service after securing the eligibility certificate from the RCSC.

The table below depicts training opportunities for university graduates in the IT/ ITES (IT Enabled services)/Business Process Outsourcing (BPO) sector in Bhutan implemented by the Department of Human Resources, MoLHR.

Table 1.3: Training under BPO's/ITES

Sl. No.	Course	Intake Capacity	Training Centre	Contact
1	Communicative Skills Training	200	In-country (Link2Support 168, Athang Training Academy, IMS & CMI)	333867 Extn. 2020/ 2097
3	BPO Training (Infosys)	100	Ex-country	
TOTAL		300		

Source: DHR

Under this program, graduates will be trained to be employed either in the upcoming Thimphu Tech Park (IT Park, Serbithang) when it commences operations in November 2011 or in India. Any graduate interested to pursue a career in this field of work is eligible to participate in the program, irrespective of their undergraduate studies background. In order to enhance graduates' exposure to global best practices and understanding of this sector, the DHR/ MoLHR will also facilitate graduates to work in India in global BPO companies like Genpact and Infosys.

The candidates will be trained in-country through the various arrangements the Department has put in place within the country and also outside Bhutan, through collaboration with Indian BPO companies. Employment opportunities for graduates outside Bhutan will be facilitated for both groups.

Table 1.4: Employment under WIPRO/BPO

Sl No	Course	Slots	Contact
1	Employment in India	100	77352130/ 9002178888 or ESC, MoLHR, Thimphu: Extn 2038/2083

Source: ESD

Table 1.5: Vacancies under Chiphen Rigphel Project

Sl No	Course	Slots	Contact
1	IT (For direct employment)	27	16932325, PPD, MoLHR

Source: PPD, MoLHR

Note: IT Training for Employability Skills, 24 trainers & 3 counselors

Human Resources requirements in the Private and Corporate sector, 2011:

The following tables depict the number of vacancies in the private and corporate sector. The details for each of the vacancies presented below are with the Employment Services Centers. Please contact your nearest service centers for referrals and placements, or you can approach the employer directly.

Table 1.6 : Vacancies in Public Limited Companies

Sl No	Name of the Company	Location	Occupation	Slots	Qualification	Contact
1	Bank of Bhutan	Phuentsholing	Assistant Manager	18	50% in B.Com, Eco or 60% in BBA, B.Sc Mathematics & BIT	HRO, 05-252225 (Last Date 19 th November, 2011)
			Chief Finance Officer	1	CA/CPA/Post Graduate Masters (Finance & Accounting) 12 years Exp.	
			Chief Research Planning and Monitoring Officer	1	Bachelors Degree 12 years Exp.	
			Head, Performance Monitoring Unit	1	Bachelors Degree 8 Years Exp.	
			Sr. Manager, Media and Communication	1	Bachelors Degree 8 Years Exp.	
2	Bhutan Carbide and Chemicals Ltd	Pasakha	Jr. Metallurgist	2	B.E in Metallurgical	GM (HRM), 77101155/77111901
			Safety Officer/Engineer	1	B.E/B.Sc	
			Shift Incharge	2	B.Sc	
3	Bhutan Ferro Alloys Ltd	Pasakha	Jr. Metallurgist	2	B.Sc Graduates	Tshering Penjor, 77231000
4	Bhutan Stone & Aggregate Factory	Thimphu	Mining Engineer	1	B.E (Mining)	Mr. Adhikari, 17116355
			Mechanical Engineer	1	B.E (Mechanical)	

5	Druk Mosaic Tiles	Phuentsholing	Accountant	1	B.Com/BBA with Tally Background	Proprietor, 17114141
6	Dungsam Cement Corporation Ltd	Nganglam	Marketing Officer	1	MBA with Engineering Background	GM, 07-481114/1763 1764 (Last Date: 21 st Nov. 2011)
			Head, Material Handling Section	1	B.E (Mechanical/ Electrical/ Production)	
			Head, Control Section	1	B.Tech (Chemical)or B.Sc with PG Diploma in Cement Technology	
7	G4S Security Services Pvt Ltd	Thimphu	Asst. Sales & Marketing Officer	1	BBA/BBM	02-351733
8	SD Eastern Bhutan Coal Company	Samdrup Jongkhar	Mining Engineer	1	B.E/ B.Tech	GM, 17110752/07-25 1111
			Accounts Officer	1	B.com	
9	Army Welfare Project	Phuentsholing	Company Secretary	1	LLB/ Eco. post Graduate	05251368
10	Druk Mining Ltd	Phuentsholing	Mines Manager	1	Degree in Mining	05253325
Total				40		

Source:LMIRD

Table 1.7 : Vacancies in other Private Establishments

SI No	Name of the Company	Location	Occupation	Slots	Qualification	Contact
1	Concept of Bhutan Consultancy	Thimphu	Architect	1	B.Arch	Chetnat Sharma, 17851878
2	Dhod Ter Rigts shel Construction	Thimphu	Civil Engineer	1	B.E (Civil)	MD/17629112
3	Gyelsa Tewa Real Estate Developers	Thimphu	Civil Engineer	2	B.E (Civil)	MD/17110809

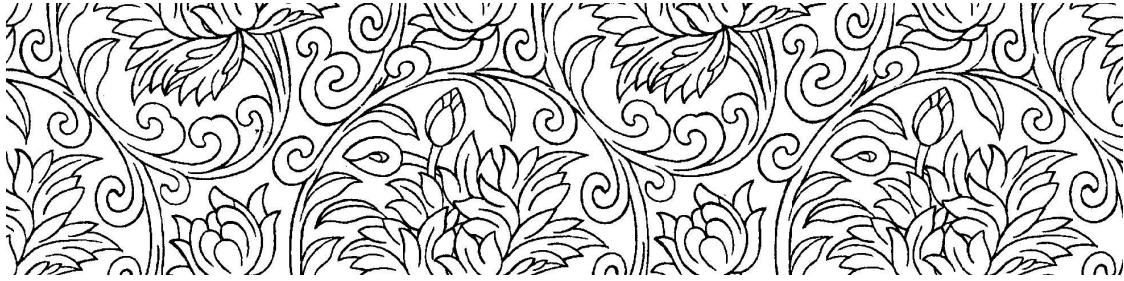
4	Hotel Pedling	Thimphu	Accountant	2	B.Com with Tally background	GM/325714
5	Jachung Builders	Thimphu	Civil Engineer	1	B.E (Civil)	MD/17114430
6	Kinjang Institute of Information Technology	Gelephu	Accounts Faculty	2	B.Com or Equivalent with tally background	Utam Lama, 17150038
			IT Faculty	2	B.Sc Computer or BCA	
	Druk Mosaic Tiles	Phuentsholing	IT Officer	1	BCA/B.IT	05252797
7	Udee Wood Manufacturing Unit		Civil Engineer	1	B.E (Civil)	Sonam Dorji, 17110087
8	White Tara Tours & Treks	Thimphu	Electrical Engineer	1	B.E (Electrical)	17517972/333224
9	Bhutan Hyundai Motors	Thimphu	Mechanical Engineer	2	BE Mechanical	77770000
10	Anke Adventure Travel	Thimphu	Accountant	1	BBA/ B.Com/BA Eco(5 years Exp)	17113748
			Manager	1	B.Com/BBA (2 Years Exp)	
11	Kinjang Institute of Engineering	Thimphu	IT	1	B.Sc Computer/B.I T	17150038
12	Ngawang Builder	Thimphu	Civil Engineer	1	BE (Civil)	17140282
13	Jachung Builder	Thimphu	Civil Engineer	1	BE (Civil)	17110081
			Total	21		

Source: LMIRD

Table 1.7 : Vacancies in Punatshangchu II

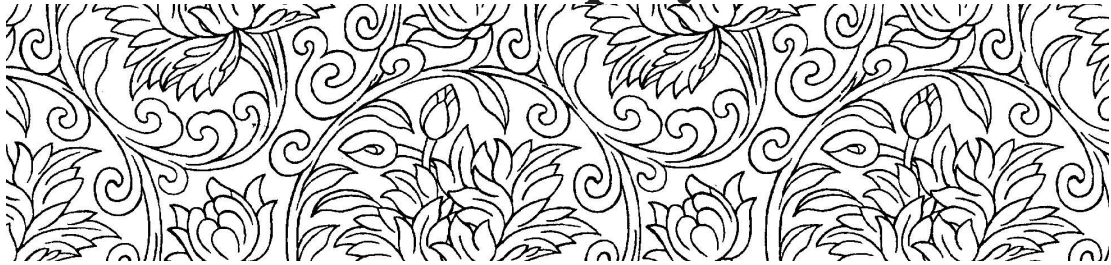
SI No	Name of the Company	Location	Occupation	Slots	Qualification	Contact
1	Punatshangchu II	Thimphu	A E (Civil)	15	BE (Civil) from Govt. recognized University	Sr Personnel Officer (Last date: 30 th Nov. 2011)
			AE (Mech)	2	BE (Mechanical) from Govt. recognized University	
			IT Officer	1	BCA, BE/B.Tech in computer Science/Information Technology from recognized University	
			EE (Civil)	1	B.E (Civil) with 10-12 years experience	
			AEE (Civil)	13	B.E (Civil) with 7 years experience	
			AEE /AE (Electrical)	1	BE (Electrical) with 7 years experience	
			AEE (Mechanical)	1	BE (Mechanical) with 7 years experience	
Sr. Security Officer	1	Bachelors Degree with 5 years experience in Armed Force & 40 Years and below with Min. Height of 5'5''				
2	Mangdechhu Hydroelectric Project Authority	Trongsa	Executive Engineer (Mechanical)	1	M.E/B.E (Civil) with Minimum of 9 years	Personnel Officer 03-521344
			Executive Engineer	1	M.E/B. E in any trade (Civil, Electrical / Mechanical) with 9 years Exp.	
			Executive Engineer(C)	2	M.E/B. E in any trade (Civil, Electrical / Mechanical) with 9 years Exp.	
			Jr. Geologist	1	M.Sc/B.Sc (Geology) with 6 years Exp.	
			Asst. Executive Engineer (Electrical)	1	M.E/B. E (Electrical) with 5 years Exp	

		Asst. Executive Engineer (Civil)	4	M.E/B. E (Civil) with 5 years Exp
		Senior Security Officer	1	BA/B.Com/B.Sc with 6 years Exp.
		Asst. Engineer (Civil)	3	B.E (Civil)
		Asst. Engineer (Mechanical)	1	B.E (Mechanical)
		Asst. Engineer	2	B.E in any trade (Civil, Electrical / Mechanical) with experience in contract and procurement
		Total	52	



Section 2

Self Employment



Entrepreneurship Promotion Program

The Entrepreneurship Promotion Division under the Department of Employment initiates two kinds of Entrepreneurship Programs. The main focus on both of these programs are to offer courses in:

- Unblocking entrepreneurial competency
- Marketing plan
- Production/Service plan
- Organization and management plan
- Financial planning and
- Legal issues in business

1. Basic Entrepreneurship Course (BEC)

The BEC is conducted with the aim of assisting youth with vocational/technical skills to start business in line with the skills they possess. The duration of BEC is 30 days. The participants are taught the basics of business management. The trainees are assisted in preparing project report during the course which is submitted to the financial institutes for possible financing of project.

The BEC will be conducted quarterly through a private institute and is expected to train around 210 skilled youths for the financial year 2011-2012.

A. *Course Duration:*

- The duration of the course is 30 working days (including Saturdays)

B. *Eligibility:*

- The candidate must fulfill the following criteria:
- Should have vocational/technical skill.
- Should have Business Idea based on skills
- Should be within age bracket of 18-35 years
- Should not have loan with any financial intuitions.
- Should not have defaulted on an earlier loan

The successful graduates of BEC are eligible to apply for loan with financial institutes.

C. *Credit Guarantee Scheme-salient features:*

- 1. Loan Ceiling:** A maximum overall loan facility of Nu. 1 million can be availed based on the project cost and the strength of proposed business idea.
- 2. Rate of interest:**
 - i. Term Loan @ 10%
 - ii. Overdraft @ 12%

3. **Collateral Free:** Unlike other loan facilities the CGS doesn't require collateral.
4. **Loss Sharing Facility:** In case of default, remaining losses will be borne by the Ministry and the relevant lenders in a share of ratio 60:40 respectively.
5. **Repayment Period:** 5 years

2. **Comprehensive Entrepreneurship Course (CEC):**

The CEC is conducted for aspiring youths who would like to venture into the business world. The duration of the course is 40 days. The participants are taught the basics of business management. The trainees are assisted in preparing project report during the course which is being submitted to the financial institutes for possible financing of the same.

The CEC will be conducted quarterly through the private institute and expected to train around 210 youths for the financial year 2011-2012.

A. **Course Duration:**

- The duration of the course is 40 working days (including Saturdays)

B. **Eligibility:**

- The candidates must fulfil the following criteria:
- Should have Business Idea
- Should be within age bracket of 18-35 years
- Should have minimum qualification of Class XII
- Should not have loan with any financial intuitions
- Should not have defaulted on an earlier loan

C. **BEC & CEC Course Schedule (2011-2012):**

- Seventh Course (November –December, 2011)

The successful graduates of CEC are eligible to apply for loan with the financial institutes.

D. **Credit Guarantee Scheme-salient features:**

1. **Loan Ceiling:** Nu. 1 Million (Maximum)
2. **Rate of Interest:**
 - i. Term Loan @ 10%
 - ii. Overdraft @ 12%
3. **Repayment Period:** 10 years
15% equity contribution on fixed investments

Stipend:

Subsistence allowances will be paid in both the BEC and CEC programmes

For registration log on to www.molhr.gov.bt and submit the following documents:

- Dully filled up registration form
- Citizenship Identity Card copy
- Security Clearance Certificate number
- 1 no. of passport size photo
- Academic mark sheet and certificate
- Skills certificate/recommendations (if any)

Training as of November

Sl No	Course	Slots per Year	Contact
1	BEC & CEC	100	EPD, DoE, MoLHR

Source: EPD, DoE

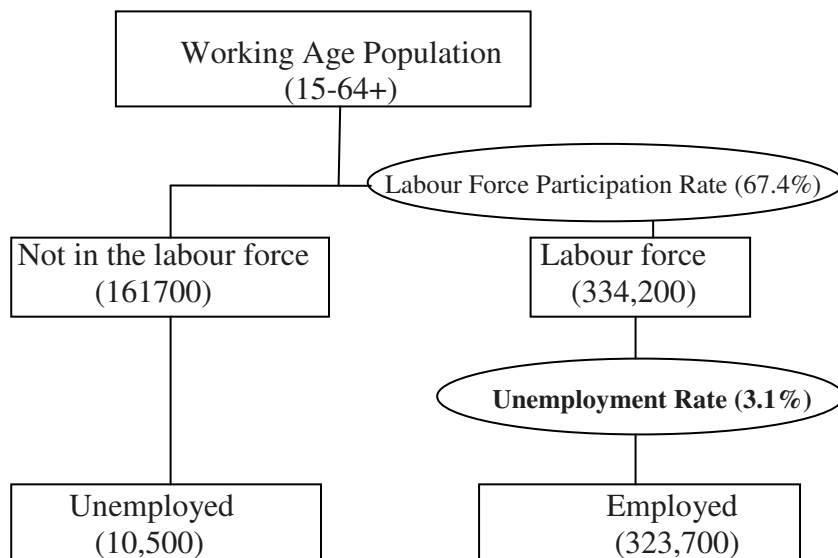


Section 3

General Labour Market Information



3.1 Labour Force Status as of 2011



Labour Force comprises the economically active population 15 years of age and above
 Source: LFS, 2011

Table 3.2 : Youth Population (15-24 years) 2011 - 2013

Age/Year	2011	2012	2013
15-19	71,545	70,787	69,835
20-24	70,170	70,773	71,271
Total	141,715	141,560	141,106

Table 3.3 : Total employed youth (15 to 24 years) 2011

Region	Male	Female	Total
Rural	16200	20100	36300
Urban	4500	6800	11300
Total	20700	26900	47600

Table 3.4 : Total unemployed as of 2011

Sex/Category	Overall (15-64+)		Youth (15-24)	
	Urban	Rural	Urban	Rural
Male	1400	1800	900	600
Female	4000	3300	1800	1500
Total	5400	5100	2700	2100

Table 3.5 : Total demand for human resource of various sectors till 2013

Areas	Total Number	Remarks
Construction Sector (Hydro & Non Hydro)	5,000	Urban/Rural
Low and mid skills jobs in construction	5,000	Rural
Low and mid skills jobs in tourism	5,000	Rural
Agriculture	8,000	Rural
Crafts industry	2,000	Rural
Others	5,000	Urban/Rural
Total	30,000	

Source: LFS, 2011

Table 3.6 : Total demand for HEP Projects for University Graduate —Peak Demand (2016)

Sl No	Category	Total Peak
1	Civil Engineer	2045
2	Electrical Engineer	654
3	Mechanical Engineer	352
4	Admn. / Personnel	738
5	Finance / Accounts	387
6	Others	782
	Total	4958

Source: DHR

3.7. Remuneration

The table below depicts an average wage corresponding to each occupation. It is a wage floor (minimum) that is subjected to negotiation with the employers.

Sl. No	Occupation	Average Salary
1	Accounts Officer	10000+
2	Architect	18000+
3	Asst. Finance Officer	12000+
4	Asst. Manager	12000+
5	Asst. Marketing Officer	11000+
6	Chemist	10000+
7	Civil Engineer	18000+
8	IT instructor	15000+
9	IT lecturer	15000+
10	IT Officer	12000+
11	Metallurgist	15000+
12	Mining Engineer	18000+
13	Production Manager	18000+
14	Program Officer	12000+
15	Safety Officer/Engineer	15000+
16	Shift Incharge	10000+
17	Software Programmer	12000+

Source: EC, 2010

3.8 Employment Service Facilities

3.1 Job Fair

The Department of Employment conducts National Job Fairs and Regional Job Fairs every year. Job fairs provide excellent opportunities for enterprises, job seekers, and training providers to come together to share information and thus bring a measure of transparency to the nation's labor markets. They also provide opportunities for on-the-spot interviews, leading to job offers. The Department of Employment, through such events make every effort to enlist the cooperation of private and corporate sector enterprises.

3.2 Career and Employment Counseling:

All the Service Centers under the Department of Employment provide career counseling. The employment officers help job seekers in writing their curricula vitae or resumes and also help them prepare for job interviews.

The centers also conduct counseling workshops as and when necessary to enable job seekers to update themselves with new labour market information and to build up self esteem.

3.3 Job Seekers Registration System:

The "Job Seekers Registration System" is a system to register the job seekers through a web based system. It was developed in 2009 by the Department of Employment, MoLHR to capture all the job seekers and to have a uniform method of registration.

After registering in the system, each job seeker is issued a job seekers card by the Employment Service Centers.

The job seekers are then referred to private and corporate sectors based on the available vacancies after matching their skills.

3.9 Pre-Employment Engagement Program

The overall objective of the Program is to prevent educated youth from indulging in undesirable activities in our society as a result of unemployment. The program will keep youth occupied and at the same time enable them to sustain in the major towns of Bhutan during the transitional period between end of academic or vocational training and before acquiring permanent employment.

A. ELIGIBILITY CRITERIA

- a. He/she should be a Bhutanese citizen.
- b. He/she should be a university graduate or a vocational certificate holder.
- c. He/she should be a genuine jobseeker, bearing the Job Seeker Card issued by the Employment Service Centers/Department of Employment.
- d. He/she should produce the National Graduates Orientation Program Certificate in original at the time of registration.
- e. He/she should be an active job seeker with the proof of having sought employment actively for three months from the day of his/her registration as a job seeker. He/she should be willing to undertake any jobs available in the market or recommended by the Department of Employment in commensurate to the acquired qualification/vocational skills.
- f. He/she should not have worked any time or anywhere prior to his/her enrollment into the program. Verification of this will be done through the job seeker registration system of the Ministry.
- g. Preference shall also be given to physically challenged job seekers.
- h. Engagement will be done in order of the date of registration as a job seeker.

B. MODE OF PROGRAM AND DURATION

The duration of the program will depend on the mode of engagement of job seekers.

The Department will arrange engagement programs using three different modes as follows:

B.1 Mode One (Fully funded by partner organization):

- a. This mode entails engagement of job seekers in various organizations and would normally be undertaken with requests from organizations facing short-term manpower shortages or organizations engaged in short-term projects.
- b. Under this mode, candidates shall be paid a minimum monthly stipend of Nu. 3000.00 Which shall be fully borne by the partner organization. The duration in this case is flexible depending on how long the partner organizations require their services or can support them.

C Mode Two (Cost sharing basis):

- a. Job seekers shall be sent on attachment or temporary engagement with various organizations on a cost-sharing basis with the partner organization.
- b. The MoLHR shall pay a monthly stipend of Nu. 1800.00 per candidate and the partner organization shall pay a minimum of Nu. 1800.00. The maximum duration of the program under this mode is six months.
- c. Candidates should find a job with/without the help of MoLHR within this stipulated time.

D Mode Three (Fully funded by the MoLHR):

- a. Job seekers shall be sent on attachment or temporary engagement with government organizations or NGOs, especially involved in social activities.
- b. The program shall be fully funded by the MoLHR. Candidates shall be paid a monthly stipend of Nu. 3000.00 (Three thousand only). The maximum duration of the program under this mode is three months.
- c. Candidates should find a job with/without the help of MoLHR within this stipulated time period.

3.10 Top 12 Employment Interview Questions for Job Seekers

The success of every interview depends on the preparation and therefore, it is quite imperative that every job seeker prepare some basic probable questions for interview during the job search process. While some hiring employers use other selection criteria such as job psychological testing, the interview continues to be the main method of recruitment selection. A job seeker's resumé or curriculum vitae may be impressive but a poor interview threatens success in landing that dream job.

Following are some best well known questions often asked by potential employers:

A) Tell me about yourself

The question is asked to find out about your job skills. It can be answered by describing your best qualifications and experience for that particular opted job. Be specific. Use examples to support your claim. A quick 60 seconds overview of your work history, skills and experience delivered with confidence will do. You are selling yourself. So do not hesitate to inform the interviewers about your personality, your achievement and blow your own thought.

- B) What do you know about the company?**
Do your research and learn about the company/organization you are expected to be hired and work in before the interview. What does the company do? Check on the internet or newspapers.
- C) Why do you want to work for this company?**
The interviewer wants your ideas what you think of the company. For example: good reputation, growth potential, good products or services. The employer expects you to show knowledge of and interest in the company. Your response should indicate that you have researched about the company. For example: "I've been reading that the company is really growing fast." Or something like: "The company looks promising from what I've been reading."
- D) Why did you leave your last job?**
The interviewer is trying to find out if you had problems on your last job. Never say anything negative about yourself nor your previous employer. If you did have problems, think of a way to explain without being negative.
- E) Why should we hire you?**
Refer to your characteristics, skills, qualities and knowledge. Explain how your offerings would be a benefit to the company.
- F) Can you work under pressure and to deadlines?**
Provide examples for this question that prove you cope with work pressure and meet deadlines.
- G) Where do you hope to be in five years?**
This needs a positive attitude, at the same time a realistic and sincere response.
- H) What do you look for in a job?**
Mention potential growth of the company, team work, and proper work ethics, something to this effect.
- I) What are your weaknesses and strengths?**
Never be negative. Rather, turn any negative issue or weakness into a positive statement or strength. For example: "I'm often too careful about my work. Sometimes I work late to get my job done properly." Or, "I tend to be a perfectionist, so I can be sure I will do it right."
- J) How much do you expect to be paid?**
Never state a flat amount unless you know what the job pays. Instead, try a neutral statement like, "How much have you budgeted for the position?" Or, "How much does the job pay?"

K) How do you handle conflict in the work place?

This is a practice of interaction management. Explain in terms of getting a grip with “cool it” moment first before handling the actual conflict, that eventually the conflict situation results in something that both you and the other person agree on. It’s a kind of win-win situation even in agreement to disagree.

L) What are your future plans?

The interviewer may want to know if you plan ahead, are ambitious or have set goals for yourself. He or she may also want to know what kind of expectations you have for the company. For example: “I hope to become competent at my job and perhaps find time to study to become even better.” Or, I hope I’ll be competent enough to grow with the company in my role.”

3.11 General skills and qualities demanded by employers

The specific and transferable skills being sought by employers are:

1. Personal qualities

- **Intelligence** - the ability to analyse situations and solve problems, think things through and use common sense
- **Knowledge** - an understanding of ‘basic principles’ rather than a lot of specialist knowledge
- **Willingness to learn** - the ability and desire to learn, and keep learning new things and new ways of doing things
- **Flexibility and adaptability** - the ability to respond to change, to try new things, and to manage change
- **Self-regulatory skills** - the ability to be self disciplined about time-keeping, appearance and managing yourself and your work
- **Self-motivation** - being a ‘self-starter’, resilient, tenacious and determined
- **Self - assurance** - being confident and self directed
- **Commercial awareness** - an appreciation of the business environment and what individuals need to do to survive and thrive.

2. Skills

- **Communication skills** - the ability to communicate, formally and informally, verbally and in writing, using ICT and other media, with a wide range of people both inside and outside the organisation
- **Interpersonal skills** - the ability to relate to feel comfortable with people at all levels and to be able to make and maintain relationships as circumstances change

- **Team work-** the ability to work effectively in teams, often more than one team at once, and to switch roles from one project's situation to another in an ever-changing work situation
In brief following soft skills are some of the common traits every employer wishes from a job seeker:

~ Application of Number
~ Information Technology
~ Problem Solving
~ Willingness to learn
~ Practical Skills
~ Flexibility
~ Self Presentation

3.12 Soft skills demanded by the Bhutanese private and corporate employers

The interview carried out during the job prospecting exercise in 2009 with the Bhutanese employers on the importance of soft skills, the most common traits, mentioned by virtually every employer, were:

- ~ Positive work ethic.
- ~ Good attitude.
- ~ Desire to learn and be trained.
- ~ Hard work.
- ~ Consistency.
- ~ No job hopping

The Job Prospecting Exercise 2009 has revealed that the personal skills are demanded more than professional ones and, therefore, hard skills may land an interview but soft skills will land the job.

3.13 Source of Labour Market Information

1. Labour Force Surveys (LFS):

Labour Force Survey aims to provide a quantitative framework for the preparation of plans and formulation of policies affecting the labour market. Specifically, the survey is designed to provide statistics on levels and trends of employment, unemployment, labour force participation and various other socio-economic characteristics. Broadly the objective of the survey is to generate the following information:

- Percentage of economically active population.
- Labour force participation rate.

- Status of active population in number (employed + unemployed).
- The labour force available in the country by age group, sex, level of education, nationality, marital status, area of residence, by industrial and occupational classification, hours of work.
- The survey also provides information on main and subsidiary economic activities and women's participation in the total Labour force. It also reveals the labour situation especially the young generation entering into labour market and unemployment problem.

2. Establishment Census (EC):

The EC2010 was conducted aiming at furnishing the following objectives:

- Development of establishment profiles for smooth labour inspection
- Expansion plans of the establishment thereby indicating the employment generation and more needs for the implementation of the Labour and Employment Act
- Statistics of existing national and foreign workers by status of employment in all types of establishments
- Future demand of skills in the private and corporate sectors
- Formulate National HRD Policy and
- Develop sampling frame for the future establishment surveys

3. Labour Market Information System (LMIS)

The Department of Employment has developed a system for sharing and disseminating information, and work in close cooperation with other ministries, departments and agencies involved in the collection and compilation of labour and employment information.. The Department is expected to become the nation's recognized and respected focal point for labour and employment information, and serve as the institutional memory of the country's labour administration system.

3.14 ABBREVIATIONS :

BEC:	Basic Entrepreneurship Course
CEC:	Comprehensive Entrepreneurship Course
DHR:	Department of Human Resources
DoE:	Department of Employment
EC:	Establishment Census
EPD:	Entrepreneurship Promotion Division
ESC	Employment Service Centre
HEP:	Hydro Electric Project
ITES:	Information Technology Enabling Services
LFS:	Labour Force Survey
MoLHR:	Ministry of Labour and Human Resources
MRA:	Machine Room Assistants
PGDFM:	Post Graduate Diploma in Financial Management
PGDNL:	Post Graduate Diploma in National Law
PGDPA:	Post Graduate Diploma in Public Administration
PPD:	Policy and Planning Division
RCSC:	Royal Civil Service Commission
RIM:	Royal Institute of Management
RUB:	Royal University of Bhutan

3.15 Contact Details :

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