



LABOUR MARKET INFORMATION GUIDE FOR CLASSES X AND XII

2015

“As young citizens, all of you must be contemplating with excitement, the future ahead for yourself and for Bhutan. The future of the nation rests in the hands of her individual citizens. Each of us must fulfill our obligations to build loving, united and strong families.”

*His Majesty Jigme Khesar Namgyel Wangchuck, King of Bhutan
Convocation Ceremony,
Royal University of Bhutan, 15th July, 2011*

**Labour Market Information & Research Division
Department of Employment
Ministry of Labour & Human Resources**



Labour Market Information Guide for Classes X and XII

2015

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FOREWORD

We are pleased to release the **Labour Market Information guide for University Graduates, 2015**. This publication is intended to inform the university graduate job seekers about employment facilitation services provided by the Ministry of Labour and Human Resources (MoLHR).

The guidebook is compiled to provide updated information on the labour market and various employment facilitation services. Through this report we hope the university graduates will be able to better understand the labour market situation in the country.

His majesty the king has been a constant source of inspiration for all the youth and people of Bhutan urging all Bhutanese people to actively intricate in the nation building with innovative ideas. It is also the responsibility of each and every citizens of the country to think how they can better serve the country and people of Bhutan. This self-initiatives is required from every individuals who are not involved in nation building and look every possible ways to find suitable measures in getting involved in the country's economic growth.

In pursuit of the national goal in providing **gainful employment to all**, it remains our humble endeavor to provide any assistance to job seekers. For optimal capitalization of opportunities, we advise the job seekers to visit our website frequently, attend job fairs, be attentive to advertisements and announcements in the various media, and most importantly, be proactive and diligent in exploring on your own.

If you keep on searching the job then one day you will always be rewarded with what you have been looking for and the best jobs don't necessarily go to the most qualified applicants; they go to the best job seekers.

Tashi Delek

(Jamyang Galey)

Director

Department of Employment

BACKGROUND

The first edition of the guidebook for classes X and XII was published in 2011, then it has been an annual publication of the Labour Market Information and Research Division (LMIRD) of the Department of Employment, Ministry of Labour and Human Resources. The guidebook is published to inform jobseekers about the current labour market scenario and also to provide information on various employment facilitation services.

With estimated population of over 0.7 million and the youth population comprises of about 20 percent of the total population. With rapid development taking place in the country, Bhutan has witnessed the youth as the future strongholds for the economic growth of the country. At the same time, youth are finding difficulty in getting a decent and gainful employment.

The unemployment issue emerged in early 2000 and the issue of unemployment has been a challenge for the Government. As per the Labour Force Survey 2014, the national unemployment rate is estimated at 2.6 percent, which is low compared to South Asian countries. However, the youth unemployment rate of 9.4 percent is a concern to the Government. The unemployment among youth is more prevalent in female, in urban areas with certain level of education.

As per the Unemployed Youth Perception Survey 2014, 41 percent of classes XII and below jobseekers were unemployed for more than a year. The unemployment issue has risen mainly due to job seekers' aspiration for desk jobs and preference in the public sector, where jobs are almost saturated.

To address the unemployment issue, the Government has been working tirelessly in promoting gainful employment, in particular for the youth, despite having slow economic growth. Apart from numerous employment facilitation programs being implemented within the country, the Government has also initiated Overseas Employment Program to provide job seekers opportunity to work outside the country.

SECTION- A: INTRODUCTION

The guidebook has been compiled from various sources of administrative records and survey findings. It was mainly intended bring out all employment facilitation services ‘to one stop shop’ and inform the job seekers about the current labour market situation. Nevertheless, all information provided in this guidebook are not exhaustive and there are other agencies that provides other facilitation services to the unemployed youth to keep them meaningfully engaged.

The main objectives of this guidebook is to:

1. Disseminate information on employment facilitation services provided by the Ministry of Labour and Human Resources.
2. Provide information on current labour market.

GETTING STARTED

Finding a desk job has become more difficult with increasing number of school dropouts at various grades entering the Labour Market every year. Nonetheless it requires an effort from the job seekers in finding gainful employment by actively seeking work.

All job seekers have the potential to be gainfully employed provided that they are proactive in seeking employment and willing to work. It depends on how actively job seekers are looking for work and willing to sit for job interviews.

With the advancement in the technology it has become crucial for the job seekers to constantly keep browsing internet as many public sectors including the Government agencies are posting job vacancies and other training related information online. Given the various sources of information, how effective a jobseeker is in using these medium to their advantage depends on how actively they are looking for work.

RESEARCHING

Whenever you first embark on a job search, you will have to assess yourself by asking these questions on those particular vacancies which will help you during recruitment and selection process.

- How much do you know about the career opportunity you want to pursue?
- Are you aware of the necessary skills required in doing the job?
- What could be the job responsibilities and duties?
- What are the required qualification (field of study) and training?

Develop an objective to get a clear picture of what you are looking for in a job. You should have specific ideas from your self-assessment and research. Try to get information on where you want to get employed, make a list of companies, and establish a network and contact with those organizations.

JOB SEARCH STRATEGIES

Volunteer - By volunteering and actively participating in some of the programs, you will be able to gain experience and increase your personal network. This can sometimes turn into permanent employment.

Temporary Job - Engaging as temporary workers, you can still look for permanent employment. A temporary job can also become permanent after the organization has witnessed your capabilities.

Internships - These allow you to gain work experience that many Bhutanese employers require. By doing internships you will come across many people within that organizations and has an opportunity to develop personal relationship eventually adding to your network. Internships can also turn into future job offers.

NETWORKING

Not all jobs are advertised in the media and website and it is very important to keep network with people working in different sectors and agencies. Whenever there is a job available, networking will act as a strategy in helping you to tap on those opportunities. Networking helps to increase your knowledge of the organization.

Your personal network begins at home. In addition you can expand your network through social networking and by joining various community services.

INFORMATIONAL INTERVIEWING

This is one of the methods used by job seekers to obtain information. Informational interviewing puts you in direct contact with professionals in your field. There are several ways of making contact with professionals and how you contact with the concern professional is based on the level of familiarity you have with them. You need to use your best judgment and professionalism when contacting these individuals.

SKILLS

Skills for Success helps you to develop abilities that are required by employers, such transferable skills (Soft skills) are more of an advantage compare to Technical skills in the current market to get a job.

Skill development is one component of a job search. A professional resume and well-defined interviewing skills will enable the job seeker to move through several phases of the screening process. But the key to securing a job offer is to identify a number of employers offering career opportunities that match the job seeker's career interests. It is important for a job seeker to have a planned and organized approach to the job search.

Job Prospecting Survey 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 a job.

A planned job search begins with a great deal of research and hard work. You must use a combination of job search strategies in order to develop the most effective approach to securing a job. After you have reviewed the information in this guidebook, you are encouraged to start planning your own job search and seek help from others.

Some of the general skills and qualities demanded by employers:

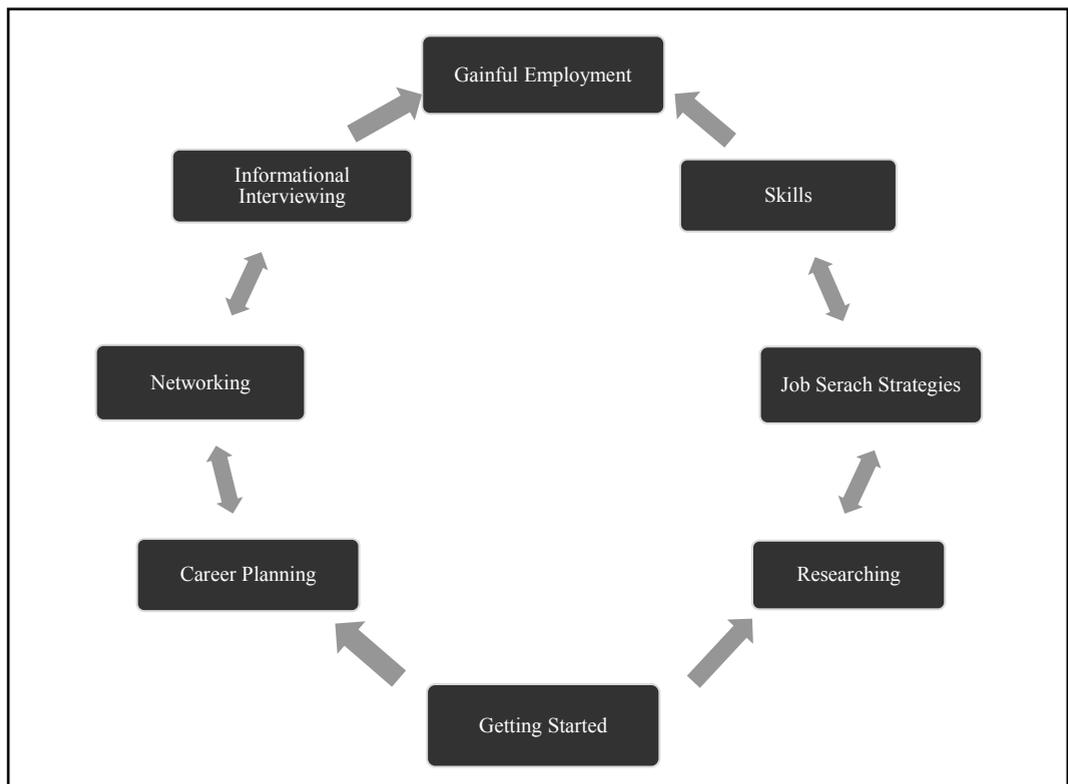
The specific and transferable skills being sought by employers are:

Personal qualities

- o **Intelligence** - the ability to analyze situations and solve problems
- o **Knowledge** - an understanding of 'basic principles' rather than a lot of specialist Knowledge
- o **Willingness to learn** - the ability and desire to learn, and keep learning new things and new ways of doing things
- o **Flexibility and adaptability** - the ability to respond to change, to try new things, and to manage change
- o **Self-regulatory skills** - the ability to be self-disciplined about time-keeping, appearance and managing yourself and your work
- o **Self-motivation** - being a 'self-starter', resilient, tenacious and determined
- o **Self - assurance** - being confident and self-directed
- o **Commercial awareness** - an appreciation of the business environment and what individuals need to do to survive and thrive.
- o **Positive work ethic** - believing and focusing in moral value of work.

- o **Good attitude** - having a positive feeling towards work
 - o **Hard work** - the ability to work diligently and being able to complete the task
 - o **Consistency** - the ability to work at same pace
 - o **Creativity** - the ability to perceived and being able to think outside the box
2. **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 organization.
 3. **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.
 4. **Teamwork** - 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.

FRAMEWORK FOR JOB SEARCH STRATEGIES



SECTION- B: EMPLOYMENT FACILITATION SERVICES FOR CLASSES XII AND BELOW

PART

I

ENTREPRENEURSHIP DEVELOPMENT PROGRAM

The Entrepreneurship Development Program (EDP) entails awareness programmes to orient students, trainees and jobseekers on entrepreneurship support services, entrepreneurial skills training aimed at imparting entrepreneurial soft skills, access to finance, monitoring and advisory services, business opportunity mapping and writing project proposals. The programme is specifically targeted at educated and/or skilled unemployed youth.

1. Courses offered by MOLHR

I. BASIC ENTREPRENEURSHIP COURSE (BEC)

Coverage:

This course covers the fundamentals of business management plan such as marketing, production, organization & management, finance and accounts. Trainees are also taught the finer aspects of entrepreneurial soft skills and business plan preparation. Participants of this course must have vocational or technical skills and must be interested in starting a small business based on their skill. The training course culminates in the preparation of a business plan by the participants based on their individual business idea.

Duration and Frequency:

BEC is conducted on a quarterly basis each year for the prospective entrepreneurs from around the country. Each course is about thirty working days and tentatively conducted as per the following schedule:



I. Eligibility Criteria

In order to be eligible to participate in the BEC, youth must fulfill the following conditions:

- Should be between 18 and 35 years of age at the time of application;
- Should be trained in a vocational/technical skill;
- Should be ready to start a small business based on his/her vocational/technical skill;
- Should not already have an established business of his/her own; and
- Should be ready and willing to attend the BEC on a full time basis.

II. Documents Required

The aspiring entrepreneurs have to submit the following documents for the course:

- Application Form (FORM 1)
- Should be a registered job seekers with the MoLHR Job Portal System
- Valid Security Clearance Certificate Number
- Copy of Citizenship Identity Card
- Academic Certificates and Mark Sheets
- Training Certificates, if any

II. COMPREHENSIVE ENTREPRENEURSHIP COURSE (CEC)

Coverage:

This course covers the fundamentals of business management such as marketing, production, organization & management, finance and accounts. Trainees are also taught the finer aspects of entrepreneurial soft skills and business plan preparation. Participants of this course are expected to have a business idea which can be explored during the training course. The training course culminates in the preparation of a business plan by the participants based on their individual business idea.

Duration and Frequency:

CEC is conducted on a quarterly basis each year for the prospective entrepreneurs from around the country. Each course is about forty working days and tentatively conducted as per the following schedule



Target beneficiaries:

An applicant must fulfill the following conditions:

- Should be between 18 and 35 years of age at the time of application;
- Should have a viable business idea;
- Should have an academic qualification of higher secondary education (Class XII);
- Should be ready to start a small business;
- Should not have loan with any financial institution; and
- Should be ready and willing to attend the CEC on a full time basis.

III. Documents Required

The aspiring entrepreneurs have to submit the following documents for the course:

- Application Form (FORM 1)
- Should be a registered job seeker with the MoLHR Job Portal System
- Valid Security Clearance Certificate Number
- Copy of Citizenship Identity Card
- Academic Certificates and Mark Sheets
- Training Certificates, if any

APPRENTICESHIP TRAINING PROGRAM (ATP)

The Apprenticeship Training Program (ATP) is a program wherein job seekers are attached to the enterprises/industries to gain knowledge, skills and experience. ATP covers both occupation related instruction and on-the-job skills training. In other words, apprenticeship is a contract between a person (an apprentice) who wants to acquire competency in a particular skills and work experience and an employer who needs a skilled worker. Apprenticeship combines on-the-job training with technical classroom instruction.

Objectives:

1. Provide training opportunities under alternate mode of training through on-the-job and provide exposure to real work environment to the youth.
2. Meet the immediate manpower requirement of the labour market.
3. Promote Public Private Partnership
4. Develop self-reliance, self-confidence, good social behavior and positive attitude towards work, amongst youth.

Modes of Delivery

The Apprenticeship training program shall be delivered through two modes as follows:

1. Attachment program
2. Structured training program

Eligibility Criteria:

The candidate for ATP must fulfill the following criteria for enrollment:

- a. Be a Bhutanese citizen;
 - b. Be a jobseeker bearing the Job seeker number issued by the MoLHR;
 - c. Have a minimum qualification of Class VI;
 - d. Be at least 17 years of age; and
 - e. Be able to perform the essential functions of the occupations.
5. Candidates are not eligible if:
 - a. He/she has discontinued the ATP program earlier without valid reasons and justification; and if he/she has already availed government funded trainings.

Stipend:

The apprentice shall be paid a monthly stipend of Nu. 1800 by the DHR/Institutes/Regional Offices and equivalent or more shall be paid by employer for the entire training period.

A. PRE-EMPLOYMENT ENGAGEMENT PROGRAM (PEEP)

The overall objective of the Program is to keep the youth meaningfully engaged while seeking employment. At the same time, it is aimed to sustain them during the transitional period between the end of their academic pursuit and before permanent employment.

The specific objectives are to:

- a. Keep youth meaningfully engaged while seeking gainful employment;
- b. Enable them to gain relevant work knowledge, skills and experiences through internship in various organizations;
- c. Help them undergo personal development while in the program through informal learning
- d. Meet short-term manpower requirements in an organization.

N.B: *This program should not be construed as temporary job or unemployment benefit program.* Job seekers engaged under this program are encouraged to actively look for employment within the stipulated time period.

Eligibility Criteria

In order to be eligible for the program, the following criteria shall apply:

- i. Should be a Bhutanese citizen registered as a job seeker with the Employment Service Centers
- ii. Should be an educated unemployed youth possessing formal academic qualification of:
 - a. Class X & XII
 - b. Certificate/Diploma Holders
- iii. Should be willing to undertake any assignment available in the labour market or recommended by the Department of Employment in commensurate to the qualification;
- iv. Should not have worked at any time or anywhere prior to his/her enrollment into the program except Mode One;
- v. Should not be a transitional job seeker, i.e waiting to go for further studies or training and
- vi. Preference shall be given to physically challenged job seekers.

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:

i. Mode One (Fully funded by partner organization)

- a. This mode entails engagement of job seekers in organizations facing short-term manpower shortage either upon the request of potential organizations or the Ministry.
- b. Under this mode, candidate shall be paid a minimum monthly stipend of Nu. 3750.00, which shall be fully borne by the partner organization.
- c. The duration in this case is flexible depending on how long the partner organizations require their services or can support them.

ii. Mode Two (Cost sharing basis)

- a. Candidates shall be sent for an engagement in various organizations on a cost-sharing basis with the partner organization upon the demand for one such qualification.
- b. The MoLHR shall pay a monthly stipend of Nu. 1800.00 per candidate and the partner organization shall pay an equivalent amount or more. The maximum duration of the program under this mode is Six Months.

iii. Mode Three (Fully funded by the MoLHR)

- a. Candidates shall be engaged with government organizations and 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.3750.00 (Three thousand seven hundred fifty only). The maximum duration of the program under this mode is three months.
- c. If placement is not possible, the duration shall be extended for another three months.
- d. Candidates should find a job with/without the help of MoLHR within this stipulated time period.

Note: Program Officer will resort to Mode Three only when opportunities under Modes I and II are exhausted.

6. De-registration

De-registration of candidates would normally be done so on the following grounds:

- a. When they find gainful employment.
- b. When they avail any kind of training program.
- c. On completion of their internship.
- d. If the candidate wishes to discontinue on personal ground. Upon de-registration, candidates are required to submit relieving order from the organization concerned.

The Department of Employment will actively assist the candidate in finding gainful employment through counseling and referrals. However, it is also the responsibility of the candidates themselves to actively look for a job on their own.

i. JOB FAIR

The Department of Employment conducts the National Job Fairs and Regional Job Fairs every year. The Job fairs provide excellent opportunities for enterprises, job seekers, and training providers to come together to share information and thus they also provide opportunities for on-the-spot interviews, leading to job offers. The Department of Employment, through such events makes every effort to enlist the cooperation of private and corporate sector enterprises. Following are the objectives of conducting the Job fair:

- To meet the jobseekers and employers on a common platform;
- To recruit the most potential and qualified employee;
- To explore the present and future manpower demand by occupation, type of skills and the level of education and qualification;
- To display existing and future job vacancies;
- To find out the skills and abilities currently available in the job market; and
- To identify and conduct interview on the spot to recruit suitable future employees for the company.
- To market the company's products.

ii. CAREER AND EMPLOYMENT COUNSELING:

The Service Centre under the Department of Employment, Ministry of Labour and Human Resource and four regional offices in the country provide career counseling to job seekers. The job seekers are also taught in writing their curricula vitae or resumes and guide them to prepare for job interviews. They also provide daily counseling services as and when jobseekers approach them.

The career and employment counseling section also provide general counseling to enable jobseekers to update themselves with new labour market information and to build their self-esteem. The career counseling are being conducted annually in most of the middle and higher secondary schools targeting class X and XII students.

iii. JOB PORTAL SYSTEM:

The “Job Portal System” is an online system to register the job seekers through a web based system. It was developed by the Department of Employment, Ministry of Labour and Human Resources (MoLHR) to provide services to door steps.

After registering in the system, all job seekers are issued with the unique Job seeker registration number auto generated by the system. Any ad-hoc or planned human resources requirement or skill development trainings are sent to the registered jobseekers through Short Message Service (SMS) over mobile phone. All job seekers are advised not to change the mobile number so as to receive messages and alerts related to jobs and other valuable information from the Ministry's server.

SECTION- B: GUARANTEED EMPLOYMENT PROGRAM (GEP)

PART II

The GEP is a strategic response to address unemployment and is specifically designed to engage unemployed youth with qualification of class X and above who are willing to take up the GEP program with the following objectives:

- a. To provide a guaranteed employment to the youth after attachment period of two years;
- b. To provide skill training in those areas/sectors that are in high demand in labour market;
- c. To create a pool of skilled and semi-skilled human resources in the country;
- d. To promote and inculcate dignity of labour; and
- e. To address shortage of human resources.

Following are the three schemes under the Guaranteed Employment Program

I. DIRECT EMPLOYMENT SCHEME (DES).

Objectives

The Direct Employment Scheme (DES) under Guaranteed Employment Program (GEP) is mainly to address unemployment and is specifically designed to engage unemployed youth with class 10 pass and above who are willing to take up the scheme with the following objectives to:

- a. Support guaranteed employment to youth through various modes of engagement and training programs for a maximum period of two years;
- b. Provide skill training in those critical areas/sectors that are in high demand in the labour market;
- c. Create a pool of skilled and semi-skilled human resources in the country;
- d. Promote and inculcate dignity of labour and
- e. Address shortage of human resources in the country.

All areas of engagement and training with partner agencies must ultimately guarantee permanent employment.

Areas of engagement/training

Though the DES in general will focus in the following broad economic sectors and areas of Engagement.

Sl. No.	Areas of engagement by sector
1	Construction (non-hydro)
2	Agriculture
3	Hydropower
4	Tourism and Hospitality
5	ICT
6	Health
7	Education and Training
8	Financial Services
9	Arts and Crafts
10	Retail and Sales
11	Production/Manufacturing
12	Automobile
13	Green Business
14	Media and Entertainment

The Ministry's Job Portal shall be used for the purpose of short listing, recruitment, selection and appointment of Participants for all areas of engagement under the DES.

Funding Modality

Funding support to Participants will be based on the nature of occupation and level of qualification of Participants under the Direct Employment Scheme. The MoLHR will pay a minimum monthly allowance as specified in the guideline to Participants who are attached under the DES and the employer will be required to top up an amount specified in the GEP guideline (standard of monthly allowance by qualification) but not less than the National Minimum Wage (Nu.3,750/ per month).

The Payment of MoLHR's portion of monthly allowance will be directly deposited into the individual's saving account by the AFD, MoLHR for the specified duration upon signing the employment agreement. The employer shall ensure the payment of their portion of the monthly allowance to the Participants of DES within the first week of every month.

Implementing Modality

The implementation of DES will follow employment based approach. The DES shall be implemented in collaboration with potential Employers for the maximum period of two years

Sl. No.	Participants- by qualification	Monthly allowance by MoLHR (Nu.)	Minimum monthly allowance by Partner Agency (Nu.)	Minimum monthly allowance (Nu.)
1	Class XII pass	5,250	3,750	9,000
2	Class X pass	3,750	3,750	7,500

Standard monthly allowance for Class XII and X Graduates: Eligibility Criteria

The participants of DES should:

- a. Be a registered job seeker and must fulfill minimum criteria set as per the requirement of the areas and occupations of engagement program;
- b. Be medically fit and mentally sound;
- c. Be ready, willing and available to take up any form of employment;
- d. Be at least 18 years of age at the time of recruitment with a minimum qualification of Class X;
- e. Not be in full-time education/training;
- f. Be agreeing to the terms and conditions laid down by the MoLHR or in employment agreement;
- g. Receive preference if found chronic job seekers in the Job Portal system of MoLHR.

II. OVERSEAS EMPLOYMENT SCHEME (OES).

Due to the soaring number of jobseekers the Royal Government of Bhutan has initiated the Overseas Employment Program to help jobseekers in providing additional career opportunities to go overseas and work. This would not only help in addressing the unemployment problem but also has an opportunity to learn from outside.

The purpose and objectives of Employment of Bhutanese Overseas are:

- i. To facilitate employment of Bhutanese workers overseas and promote full employment;
- ii. To ensure the employment of BOW only in those countries where their rights are protected;
- iii. To ensure proper and careful selection of Bhutanese workers for overseas employment in order to protect and uphold the reputation of Bhutan abroad;
- iv. To institute a system to guarantee that BOW possess the required skills and knowledge or experience for overseas jobs by imparting training in skill development;
- v. To support reintegration programs of returning BOW into Bhutanese labour market.

1. Fees and Costs Chargeable to Principals and Workers

Unless otherwise provided, the principal or the BOEA shall be responsible for the payment of the following:

- a. Visa fee; and
- b. Airfare (one time two-ways airfare);
- c. Processing of work permit (if applicable)

Except where the prevailing system in the country of destination, either by law, policy or practice, do not allow the charging or collection of placement and recruitment fee, BOEA may, upon successful placement, charge and collect from its hired workers a placement fee in an amount equivalent to one month salary, exclusive of documentation costs.

Documentation costs to be paid by the worker shall include, but not limited to, expenses for the following:

- a. Passport;
- b. Security clearance certificates;
- c. Birth Certificate;
- d. Medical fitness certificate;
- e. Skill Test, if necessary; and
- f. Inoculation, when required by destination country.

In the event the BOEA agrees to perform documentation services, the worker shall pay only the actual cost of the document which shall be covered by official receipts. The above-mentioned placement and documentation costs are the only authorized payments that may be collected from a hired worker. No other charges in whatever form, manner or purpose, shall be imposed on and be paid by the worker without prior approval of the Administration. Such fees shall be collected from a hired worker only after he/she has been successfully placed with the principal employer.

III. YOUTH EMPLOYMENT SKILLS (YES) PROGRAM

The Department of Human Resources (DHR) under the Economic Stimulus Plan (ESP) fund will be implementing Youth Employment Skills (YES) Program in partnership with local registered training providers.

The main objective of Youth Employment Skills Program is mainly to:

- Provide skills required to foster meaningful and gainful employment of Bhutanese youth in the economic sectors, and
- Meet the Critical HR requirement of our industry through supply of trained workforce.

Some unique features of YES are:

- ~ The program will target jobseeker with middle and higher secondary qualification within the age group of 18 to 29 years.
- ~ The occupation will be identified based on Rapid Market Appraisal (RMA) study by the training partner.
- ~ Training providers will be paid on employment and not for training.
- ~ Training will be short-term ranging from 3 to 4 months.
- ~ Post-training, candidates will be employed in the existing industry.

Who can apply for yes?

- ~ Job seekers registered with molhr job portal system
- ~ Class x and xii school leavers
- ~ Youth aged 18-29
- ~ Those interested to work in the private sector/industry post-training

IV. SKILLS FOR EMPLOYMENT & ENTREPRENEUR DEVELOPMENT (SEED)

The Skills for Employment & Entrepreneur Development or SEED has been developed with the objective to give young and aspiring individuals who are interested to set up their own businesses on acquiring specific skill set. The SEED will be designed to provide an individual with:

- Core Skills: which will provide specific skill set
- On-the-Job Skills: which will provide industry attachment and learning from relevant industry.
- Entrepreneurship skills: which will provide soft skills such as communication, marketing, and resource management.

The training will be imparted in collaboration with the Training providers located either in Bhutan or India and the local experts such as Entrepreneurship Promotion Division (EPD), DoE and Business Opportunity and Information Centre (BOIC).

The objectives of the programs are to:

- Provide skills required to foster meaningful and gainful employment of job seekers through self-employment, and
- Foster establishment for new viable businesses that will generate revenue and employment for the country.

Post-training, graduates interested to set up their own businesses through sole-proprietorship or partnership will be supported through the facilities and support available through the Business Opportunity and Information Centre (BOIC) based on feasibility of business proposal.

A total of 500 individuals will be trained for self-employment whose business will then create job of one or more additional job for an individual with vocational skills.

Who can apply for SEED?

- ~ Job seekers registered with MoLHR Job Portal System
- ~ Minimum qualification - class xii
- ~ Prospective entrepreneur interested to set up their own businesses

SECTION- C: GENERAL LABOUR MARKET INFORMATION

COMPOSITION OF LABOUR FORCE

Labour force comprises the economically active population (employed + unemployed) 15 years of age and above. The Labour Force Participation Rate is the proportion of labour force to the total working age population 15 years and over.

Of the total estimated population of 755,710, 73.7 percent of the population are persons aged 15 years and over and 26.3 percent falls under the aged of 15 years. The Labour Force Participation Rate (LFPR) in the country is estimated at 62.6 percent with male LFPR at 71 percent and female LFPR at 54.8 percent. The employment rate is estimated at 97.4 percent and 76.4 percent of the total employed persons are in informal sector (mostly in Agri-farming).

The labour force survey report states overall unemployment rate stood at 2.6 percent, unemployment was more prevalent among youth in urban areas, and relatively well-educated individuals and youth unemployment reached 9.4 percent. Unemployed is based on three categories which are to be followed simultaneously. They are (i) Without work (ii) Currently available for work and (iii) Seeking work.

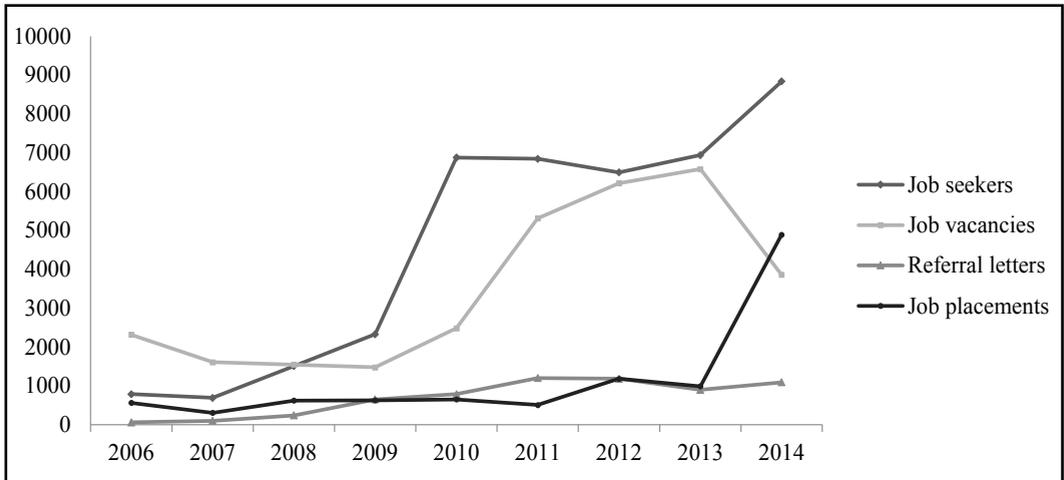
Composition of Labour Force-2014



Source: Labour Force Survey, 2014

LABOUR MARKET TRENDS

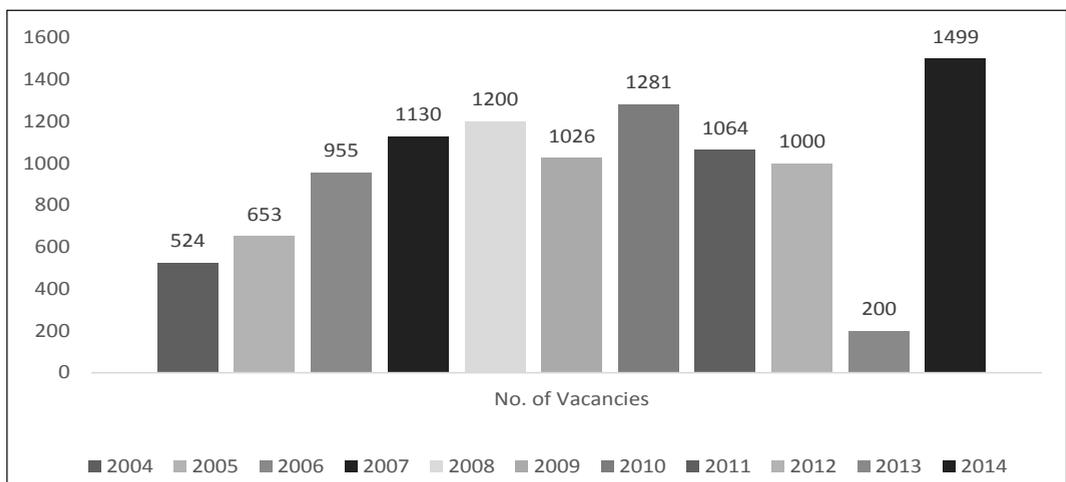
Trends of Job Seekers, Job Vacancies, Referral Letters and Job Placements over the years



Source: Employment Service Division, MoLHR

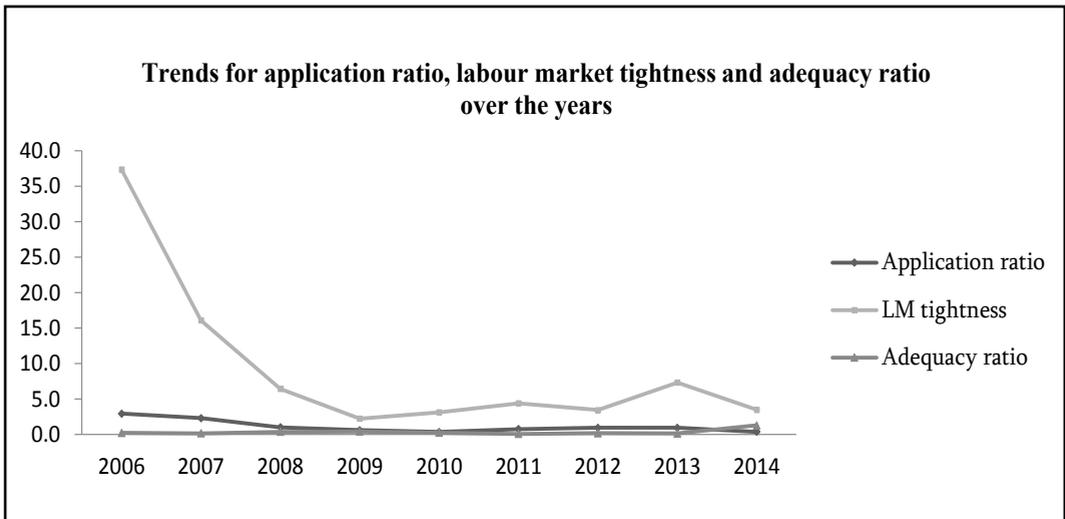
Every year, the Department of Employment conducts National and Regional Job Fairs to bring jobseekers and employers on a same platform. From 2006 onwards, the number of job vacancies used to greatly exceed the number of job seekers but by 2010, the number of job seekers has increased sharply corresponding to increased job vacancies. Also the job placement has been marginally low compared to job vacancies displayed during the fair.

Number of vacancies displayed during National Job Fair over the years



Source: Employment Service Division, MoLHR

Trends for application ratio, labour market tightness and adequacy ratio over the years



Source: Labour Market Information Bulletin, MoLHR

Labour market tightness for Bhutan has vastly declined from 37.4 in 2006 to 7.3 in 2013 and 3.5 in 2014 (as seen in Chart above) which indicates that the number of referrals issued has sharply increased. The increase in number of referrals is mainly due to increased availability of job opportunities and issuance of referral letters to the job seekers by Employment Services Division, and drastic improvements in employment facilitation services.

Application ratio has declined from 2.9 in 2006 to 1.3 in 2014 due to rapid growth in number of job seekers. The adequacy ratio has remained more or less same over the years due to proportionate increase in number of placements and available vacancies.

INFORMATION ON YOUTH POPULATION

Estimated Youth Population (15-24), 2014

Age	Male	Female	Total
15-19	38,674	40,730	79,404
20-24	30,406	35,801	66,207
Total	69,080	76,531	145,611

Source: Labour Force Survey, 2014

The total estimated youth population comprises 19.2 percent of the total estimated population. Of the total estimated youth population, female comprises of 52.6 percent and male consist of 47.4 percent.

YOUTH UNEMPLOYMENT, 2014

Total unemployed youth by Age, Sex and Area, 2014

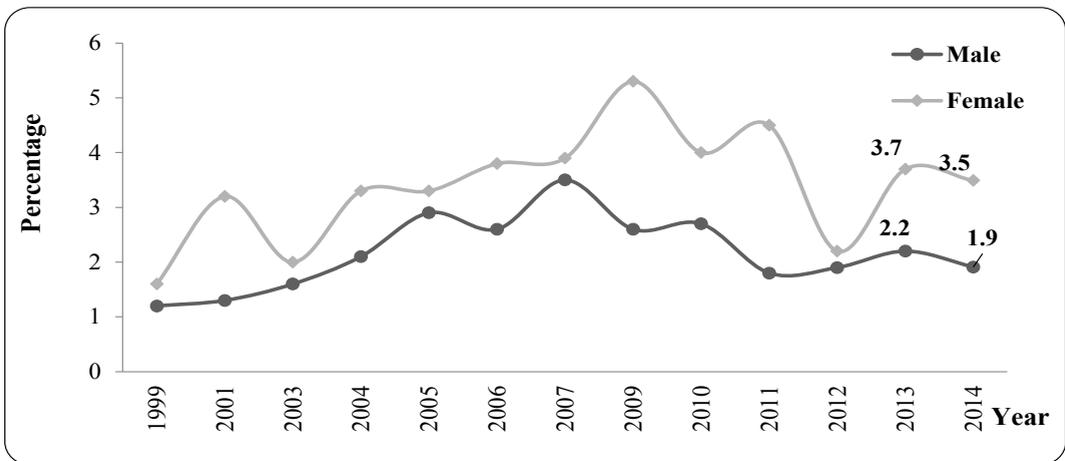
Age	Bhutan			Urban			Rural		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
15-19	459	183	642	53	183	236	406	0	406
20-24	1039	1999	3038	713	1168	1881	326	831	1157
Total	1498	2182	3680	766	1351	2117	732	831	1563

Source: Labour Force Survey, 2014

Of the total 3680 unemployed youth in 2014, 82.6% comprises of youth of the age bracket 20-24 and the remaining 17.4% belong to the age cohort, 15-19. The youth unemployment phenomenon is existent more in the urban (57.5%) areas than the rural (42.5%). The rural unemployment is not much of a concern since it is seasonal in nature whereas the urban unemployment arises because of educated lots seeking regular employment.

Therefore, 2117 youth who are unemployed in the urban areas of Bhutan are the major concern to the country. The phenomenon of the present youth unemployment is as a result of structural changes in the economy whereby there arises the mismatch of skills and expectation into the bargain.

Unemployment rates by gender over the years

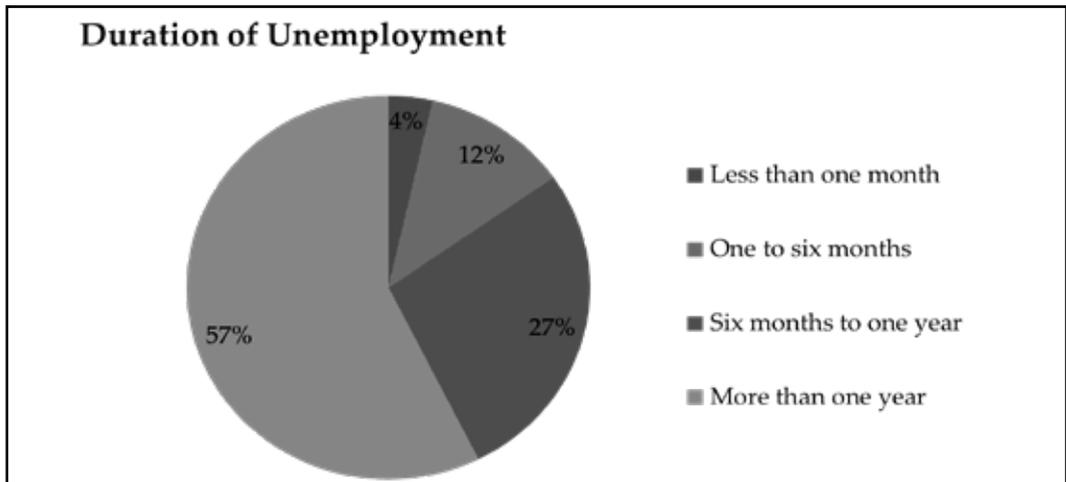


Source: Labour Force Survey, 2014

Unemployment for male and female in Bhutan from 1999-2014. The trend shows that female unemployment rate has always been higher than that of male, and although the gap was seen closing in 2012, however, it again started widening for 2013 and 2014 with a 1.6 percent difference between male unemployment rate and female unemployment rate for 2014.

As per the Unemployed Youth Perception Survey 2014, majority of job seekers (57%) said they had been seeking work for more than a year, while 27 percent were unemployed for between six months and a year. Those looking for work for one to six months comprised almost 12 percent of the sample, and those searching for less than a month accounted for only 3.5 percent.

The long-term nature of unemployment among a significant portion of the sampled population was a particularly worrying trend. About 41 percent of youth seeking work for more than a year had completed higher secondary education and about 17 percent were classes X and below.



Source: *Unemployed Youth Perception Survey, 2014*

TOP 12 FREQUENTLY ASKED QUESTIONS DURING JOB INTERVIEWS

The success of every interview depends on the previous preparation and, therefore, it is quite imperative that every job seeker must prepare some basic probable questions for the potential employer's interview during the job search process. While some 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 resume or curriculum vitae may be impressive but a poor interview threatens success in landing that dream job.

Following twelve are some best well known questions often asked by the potential employers.

1) **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.

2) **What do you know about the company?**

Do your research before the interview. What does the company do? Check on the internet or newspapers.

3) **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.”

4) 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.

5) Why should we hire you?

Refer to your characteristics, skills, qualities and knowledge. Explain how your offerings would be a benefit to the company.

6) Can you work under pressure and to deadlines?

Provide examples for this question that prove you cope with work pressure and meet deadlines.

7) Where do you hope to be in five years?

This needs a positive attitude, at the same time a realistic and sincere response.

8) What do you look for in a job?

Mention potential growth of the company, team work, and proper work ethics, something to this effect.

9) 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.

10) 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?”

11) 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.

12) 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.”

CONCLUSION

Looking for permanent, part-time or temporary employment is not easy. It is time-consuming, exciting, frustrating, tiring, fun and sometimes painful. Try to maintain a positive attitude. Hard work and perseverance will pay off. A typical job hunt looks like this:

NO.....NO.....NO.....NO.....NO.....NO.....NO.....NO..... NO.....NO.....NO.....NO.....
YES!

According to Tom Jackson, author of *Guerrilla Tactics in the Job Market*, you should try to get more No's faster. This increases your chances of getting a Yes.

Lastly, keep on searching the job until you find the job that suits you. Companies employ those that best present themselves. Find your competitive edge and consider the followings points:

- Prove that you will be able to offer the potential of a strong ROI (Return on the Organization's Investment).
- The employee is the most valuable asset of a company and should be able to express how you can contribute to that Organization.
- Interviewers want to know what you can do to make the company more profitable.
- Most jobs are filled before ever becoming published openings and networking is important.
- Don't let job specifications screen you out.
- Be patient and be respectful of a professional's time.
- No news from an employer is generally good news. They are fast with turndowns, slow with offers and you should be able to develop positive attitude and move forward.
- Graduating from your particular University offers certain strengths and liabilities. Recognize both in your search strategy.

There are several things that a student can do to ensure an effective and organized job search. A job search is no easy task, and it can be more or less effective depending on the student's motivation, skills, and organization. Remember that the employer will not find you - you need to find the employer!

ABBREVIATION:

ATP:	Apprenticeship Training Program
BEC:	Basic Entrepreneurship Course
BOEA:	Bhutanese Overseas Employment Agency
BOW:	Bhutanese Overseas Workers
CEC:	Comprehensive Entrepreneurship Course
CEC:	Career and Employment Counseling
DHR:	Department of Human Resources
DoE:	Department of Employment
EDP:	Entrepreneurship Development Program
ESD:	Employment Service Division
ESED:	Entrepreneurship and Self Employment Division
EC:	Establishment Census
ESP:	Employment Skills Program
GEP:	Guaranteed Employment Program
GNH:	Gross National Happiness
JPS:	Job Prospecting Survey
LFS:	Labour Force Survey
LMIRD:	Labour market Information & Research Division
MoLHR:	Ministry of Labour and Human Resources
OEP:	Overseas Employment Program
SEED:	Skills for Employment and Entrepreneur Development
UGIP:	University Graduate Internship Program
UYPS:	Unemployed Youth Perception Survey
(YES)P:	Youth Employment Skills Program

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LABOUR MARKET INFORMATION GUIDE FOR CLASSES X AND XII - 2015

“No matter what your occupation is, your success is determined by what you make of it, not the job itself.”

- Melchor Lim



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