



VACANCY

Sl. No.	Position Title	No. of slots	Minimum qualification	Age	Employment Type	Place of posting	Division	Remarks
1	General Manager	1	Bachelor's Degree or 10 years' experience in the relevant field	18 years and above	3 years Contract extendable based on performance	Paro	Ground Operation Division	Candidate holding certificate/s relevant to the position would have added advantage
2	Assistant Manager	1	Bachelor's Degree with 5-8 years in the relevant field	18 years and above	3 years contract extendable based on performance	Thimphu	Reservation and Ticketing, Commercial Division	Candidate holding certificate/s relevant to the position would have added advantage
3	Traffic Officer	1	Bachelor's Degree with 2 years' experience in the relevant field	18 years and above	Regular	Thimphu	Reservation and Ticketing, Commercial Division	Candidate holding certificate/s relevant to the position would have added advantage
4	Customer Care Executive	2	Class XII with One year experience in the relevant field	18 years and above	Regular	Thimphu	Call Center, Commercial Division	Candidate holding certificate/s relevant to the position would have added advantage

Management



General Manager- Ground Operation Division

Conditions/requirements for the selection of General Manager -Ground Operation Division

1. **Minimum qualification:** Bachelor's Degree or minimum experience: 10 years (Candidate holding certificate/s relevant to the position would have added advantage)
2. **Age:** 18 years and above
3. **Employment Type:** Three years contract, extendable based on performance. Salary negotiable
4. **Documents submission requirement:**
 - a. Resume
 - b. Copy of Degree Certificate and transcripts
 - c. Copy of NOC from the employer, if employed
 - d. Copy of Valid medical fitness certificate
 - e. Copy of Valid Security Clearance Certificate
 - f. Copy of evidence on experience
 - g. Copy of CID
5. **Deadline for submission of application:** 27/05/2017 before 1PM.
6. **Shortlisting:** Only five candidates shall be shortlisted on 29/05/2017 and shall be notified at www.bhutanairlines.bt
7. **Final Interview:** 30/05/2017(Venue and timing shall be notified)
8. **Job Description:** Assist General Manager for safe, secure and economical conduct on ground handling and security for the airline. Ensure all Station Managers and subcontracted service agents undertake all required measures for the safety of passengers and aircraft and to update on all ground operation related manuals.
9. **Competencies required:** Must have adequate knowledge on DGR, RAMP Safety, AVSEC, Ground Safety, Airside, Load and Trim, airport handling management.



Assistant Manager- Reservation and Ticketing, Commercial Division

Conditions/Requirements for the selection of Assistant Manager – Reservation and Ticketing

- 1. Minimum qualification:** Bachelor's Degree
- 2. Minimum experience:** 5-8 years (Candidate holding certificate/s relevant to the position would have added advantage)
- 3. Age:** 18 years and above
- 4. Employment Type:** Three years contract, extendable based on performance. Salary negotiable
- 5. Documents submission requirement:**
 - a. Resume
 - b. Degree Certificate and transcripts
 - c. NOC from the employer, if employed
 - d. Valid medical fitness certificate
 - e. Valid Security Clearance Certificate
 - f. Evidence of experience
- 6. Deadline for submission of application:** 27/05/2017 before 1PM.
- 7. Shortlisting:** Only five candidates shall be shortlisted on 29/05/2017 and shall be notified at www.bhutanairlines.bt
- 8. Final Interview:** 30/05/2017(Venue and timing shall be notified)
- 9. Job Description:** The position is responsible to plan and finalize flight schedule, flight timing change, filing fares, filing taxes, represent as slot committee members, provide system, training, rectify system error whenever required, monitor staff's performance, act as focal point for GSA, check flight load, analyze flight data and it's trends.
- 10. Competencies required:** SITA reservation system
- 11. Job Responsibilities:** Sells tickets, checks seats availability, booking and rebooking, cancellation, payment collections, meal order, sending ticketed passenger information, etc.



Traffic Officer - Reservation and Ticketing, Commercial Division

Conditions/Requirements for the selection of Traffic Officer, Reservation and Ticketing, Commercial Division

- 1. Minimum qualification:** Bachelor's Degree
- 2. Minimum experience:** 2 years (Candidate holding certificate/s relevant to the position would have added advantage)
- 3. Age:** 18 years and above
- 4. Employment Type:** Regular
- 5. Documents submission requirement:**
 - a. Resume
 - b. Copy of Certificate and transcripts (Class XII and Degree)
 - c. Copy of NOC from the employer, if employed
 - d. Copy of valid medical fitness certificate
 - e. Copy of valid Security Clearance Certificate
 - f. Evidence of experience
 - g. Copy of CID

6. Deadline for submission of application: 27/05/2017 before 1PM.

7. Shortlisting: Only ten candidates shall be shortlisted on 29/05/2017 and shall be notified at www.bhutanairlines.bt

8. Final Interview: 30/05/2017 (Venue and timing shall be notified)

9. Job Description: The position is responsible to plan and finalize flight schedule, flight timing change, filing fares, filing taxes, represent as slot Committee members, provide system, training, rectify system error whenever required, monitor staff's performance, act as focal point for GSA, check flight load, analyze flight data and its trends.

10. Competencies required: SITA reservation system



Customer Care Executive -Call Center, Commercial Division

Conditions/Requirements for the selection of Customer Care Executive, Call Center, Commercial Division

- 1. Minimum qualification:** Class XII
- 2. Minimum experience:** 1 year (Candidate holding certificate/s relevant to the position would have added advantage)
- 3. Age:** 18 years and above
- 4. Employment Type:** Regular
- 5. Documents submission requirement:**
 - a. Resume
 - b. Copy of Certificate and transcripts (Class XII)
 - c. Copy of NOC from the employer, if employed
 - d. Copy of valid medical fitness certificate
 - e. Copy of valid Security Clearance Certificate
 - f. Evidence of experience
 - g. Copy of CID
- 6. Deadline for submission of application:** 27/05/2017 before 1PM.
- 7. Shortlisting:** Only 15 candidates shall be shortlisted on 29/05/2017 and shall be notified at www.bhutanairlines.bt
- 8. Final Interview:** 30/05/2017 (Venue and timing shall be notified)
- 9. Job Responsibilities:** Respond to online and call enquiry relating to seat availability, fare information, flight schedule and timing, seat booking.