VACANCY ANNOUNCEMENT- KAJA THROM, THIMPHU

KaJa Throm Management, Thimphu invites applications from interested and eligible Bhutanese candidates for the post of :

Position: Administrative and Management Officer (ADM)
Number of Vacancies: 1
Place of Posting: KaJa Throm, Thimphu

Minimum Qualification and Experience:

- Bachelor's Degree.
- Relevant work experience in administration, management, supervision or operations will be an advantage.

Required Competencies:

- Good communication and interpersonal skills.
- Strong organisational and supervisory abilities.
- Proficiency in basic computer applications.
- Honest, hardworking, responsible and committed to assigned duties.
- Willingness to work flexible hours in accordance with the operational requirements of KaJa Throm.

Application Requirements:

Interested candidates are requested to submit the following documents:

1. Application letter.
2. Updated Curriculum Vitae (CV).
3. Security Clearance
4. Medical Certificate
5. No Objection Certificate from the employer if currently employed
6. Audit clearance if employed
7. Copies of academic certificates and transcripts. (Original to be produced during the time of interview)
8. Relevant work experience certificates, if any.
9. Copy of CID.

Submission Deadline: 25 November, 2026

Applications may be submitted to the General Manager, KaJa Throm Management Office, Thimphu in hardcopy. Only shortlisted candidates will be contacted for further selection procedures.
For further information, please contact KaJa Throm Office, Thimphu during office hours. (975-77336688/16336688)

KAJA THROM MANAGEMENT
Thimphu.

TERMS OF REFERENCE FOR THE POSITION OF ADMINISTRATIVE AND MANAGEMENT OFFICER (ADM)

Background:

The Administrative and Management Officer (ADM) ensures the smooth daily operation of Kaja Throm by providing key administrative support to the General Manager and office staff. This role requires a well-organized, detail-oriented professional who can handle multiple tasks at once, monitor market activities, and enforce management rules.

Roles and Responsibilities

A. Administrative Management

1. Manage and coordinate the daily administrative activities of KaJa Throm.
2. Maintain proper filing systems, official correspondence, records and documentation.
3. Prepare office letters, notices, reports, minutes of meetings and other administrative documents as required.
4. Maintain records of staff attendance, duty rosters, leave applications and other personnel-related matters.
5. Follow up on official instructions, decisions and directives and ensure timely implementation.

B. Market Operations and Supervision

1. Monitor the daily operations of KaJa Throm and ensure that market activities are conducted in an orderly and systematic manner.
2. Supervise and coordinate the duties of security personnel, cleaning staff and other operational staff.
3. Monitor the activities of registered vendors and ensure compliance with the approved rules and regulations of KaJa Throm.
4. Conduct regular inspections of market premises, including stalls, stores, common areas, parking facilities, toilets and other public facilities.
5. Identify operational problems, complaints and irregularities and report them to the General Manager with appropriate recommendations.
6. Ensure that common areas, walkways, loading and unloading areas and emergency exits remain free from obstruction.
7. Coordinate maintenance requirements and follow up on repair and maintenance works.

C. Coordination and Communication

1. Serve as a focal person for administrative coordination between KaJa Throm Management, vendors, staff and relevant government agencies.
2. Receive and document complaints, suggestions and requests from vendors and the public and ensure appropriate follow-up.

3. Coordinate meetings, inspections, official visits and other activities as directed by the General Manager.
4. Communicate management decisions and instructions to concerned staff and vendors.

D. Monitoring and Reporting

1. Prepare periodic reports on market operations, administrative activities, staff performance and other relevant matters.
2. Maintain updated records of vendors, stall allocation, occupancy, operational issues and management actions.
3. Monitor compliance with market rules and report violations for necessary management action.
4. Assist in preparing annual reports, work plans, proposals and other official submissions.
5. Maintain proper documentation of assets, equipment and other items under the custody of KaJa Throm.

E. Other Responsibilities

1. Assist the General Manager in planning and implementing administrative reforms and initiatives to improve market efficiency and service delivery.
2. Support the implementation of internal control measures, standard operating procedures and institutional policies.
3. Perform any other duties and responsibilities assigned by the General Manager in the interest of KaJa Throm.

4. Working Requirements

1. The officer shall be required to work flexible hours depending on the operational requirements of KaJa Throm, including early mornings, evenings, weekends and public holidays, whenever necessary.
2. The officer shall maintain professional conduct, discipline, integrity and accountability while dealing with staff, vendors and the public.
3. The officer shall be proactive, hardworking, responsible and willing to work in a demanding market environment.
4. The officer shall maintain confidentiality of official information and records.

5. Reporting and Accountability

The Administrative and Management Officer shall directly report to the General Manager, KaJa Throm, and shall carry out assigned responsibilities under the direction and supervision of the General Manager.

The officer shall not independently make decisions on matters relating to staff recruitment, disciplinary action, financial commitments, vendor allocation, contract termination or other policy and management matters without prior approval from the competent authority.

The officer shall remain accountable for the proper discharge of assigned duties and timely reporting of administrative and operational matters.