



དཔལ་ལྷན་འབྲུག་གཞུང་།
རྒྱལ་གཞུང་གི་གཡོག་ལྷན་ཚོགས།
ROYAL GOVERNMENT OF BHUTAN
ROYAL CIVIL SERVICE COMMISSION
Excellence in Service



RCSC/HRMD/Vol-JICA/09/2025/3932

October 30, 2025

To

All Secretaries/Dzongdas/Head of Agencies

All Ministries/Dzongkhags/Thromdes/Agencies

Dasho/Sir/Madam,

The Royal Civil Service Commission would like to invite requisitions for Japan International Cooperation Agency (JICA) Volunteers from various Ministries, Dzongkhags and Agencies for the Spring Recruitment 2026.

In the event, the service of JICA volunteers is required, kindly fill up the standard request forms available on the RCSC website and forward the same to the RCSC latest by November 25, 2025. Also, do note the following:

1. Incomplete and wrongly filled forms shall not be entertained;
2. Nomination of a full time qualified **counterpart** to work with the volunteer;
3. Any request(s) made directly to the office of JICA Bhutan will not be endorsed. However, a copy of the requisition may be sent to the JICA Bhutan office;
4. Any requests made directly to the RCSC without routing it through respective HRC/HRD will not be considered;
5. Request forms submitted after the deadline will not be reviewed.
6. Request forms submitted without proper endorsement (signature) will not be considered;
7. Kindly answer all the questions on the request form and please sign it in the end;
8. If you have more than one request, please fill it out in a separate request form;
9. The standard processing time for a request is 1 year; therefore the volunteer will only be dispatched the following year;
10. The long term volunteers are posted for a period of 2 years. The short term volunteers are dispatched for 1-10 months;
11. Please indicate on the request form whether you will require volunteers to go on field research/work away from their work stations;
12. Please be informed that in terms of the location of the volunteer postings, the volunteers should have access to public transportation and shops (i.e. grocery stores).

Further, the overall categories of specialties have been attached for your kind reference. The short list of specialties of JICA Volunteer include only those sectors that have been prioritised, therefore, other agencies are requested to refer to the overall categories of specialties. The list of activities mentioned are sample ToR, and agencies may provide additional ToR in the requisition form.



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You may kindly email the requisition forms to tpema@rcsc.gov.bt or contact at 17810970 if you need any further information.

Thanking you.

Yours sincerely,

(Sonam Pelden Thaye)
Director General

Copy to:

1. Volunteer Coordinator, JICA Bhutan Office, Thimphu for kind information.
2. All Chief/Asst./Officiating HR Officers for kind information and necessary action:
Download the request form from RCSC website www.rcsc.gov.bt (Download Forms under Useful Links on the Home Page).