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CITY BUS SERVICE

THIMPHU THROMDE

"TAKE A RIDE AND BE HAPPY"

TERM OF REFERENCE (ToR)

Position Title: Assistant Manager

Department/Division: Administration, Finance & Human Resource Division (AFHRD)

Organization: City Bus Service

Grade: 8

1. Purpose of the Position

The Assistant Manager, AFHRD, will support the overall management of City Bus Service by coordinating administrative, HR, finance, and operational support functions. The position ensures smooth execution of bus operations, staff management, customer service delivery, and compliance with institutional policies.

2. Key Duties & Responsibilities

- A. Human Resource Management
 - Manage recruitment, induction, and staff deployment for drivers, technicians, and administrative staff.
 - Maintain staff records, attendance, HR database, and welfare programs.
 - Support performance management and training programs.
 - Ensure HR compliance with service rules and regulations.
- B. Administration
 - Oversee office administration, fleet-related admin tasks, and support to depots.
 - Supervise maintenance of office infrastructure and utilities.
 - Manage logistics, procurement, contract documentation, and asset management.
 - Coordinate with regional offices and stakeholders.
- C. Finance & Accounts
 - Assist in budgeting, expenditure monitoring, and financial planning.
 - Support fuel expense tracking and revenue reconciliation.
 - Ensure proper financial documentation and compliance.
 - Prepare periodic financial reports.
- D. Operations & Service Support
 - Support scheduling, route planning, and fleet deployment coordination.



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- Monitor staff allocation for daily bus operations.
- Assist in service delay communication and safety compliance.
- Coordinate with the Control Room for operational updates.
- E. Reporting & Documentation
- Prepare HR, administrative, financial, and operational reports.
- Maintain updated records and service-related documentation.
- F. Other Responsibilities
- Perform additional tasks assigned by Management.
- Lead HRC, CMC and Steering Committee/Board Meetings
- Lead Auditing

Selection Process •

Shortlisting based on eligibility and completeness of documents.

- Background checking from disciplinary record.
- Written Test
- Viva Voice (Interview)

Application Deadline

All applications must be submitted to the HR Section, City Bus Service on or before date 23rd March, 2026 during office hours. Incomplete applications or those submitted after the deadline will not be considered.



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VACANCY CRITERIA FOR ASSISTANT MANAGER, AFHRD (GRADE 8)

Criteria	Requirement
Position Title	Assistant Manager
Department/Division	Administration, Finance & Human Resource Division (AFHRD)
Organization	City Bus Service
Grade	8 (M5)
Minimum Qualification	BBA, Bachelor's degree in Administration and Human Resource, HRM.
Relevant Experience	Minimum 3 years of experience in HR, Administration, Finance.
Age Limit	30–45 years
Key Competencies	HR & admin management, financial documentation, reporting, operations support, communication skills, management skills.
Employment Type	Regular
Salary	Gross 40,751 + LE annually
Documents Required	Application, CV, Certificates, Academic Mark Sheets, CID, Security Clearance, Medical Certificate, NOC (if employed).



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The Management of City Bus Service, Thimphu would like to announce vacancy for the following post:

Sl.No.	Position	Slot	Qualification	Criteria	Gross Pay	Grade	Employment	Age	Experience
1	Assistant Manager (AFHRD)	1	BBA, Bachelor's degree in Administration and Human Resource, HRM.	Degree – 60% Class XII-60% (English + 3 best subject) Class X- 55% (English + 4 best subject)	Gross 40,751 + LE annually	8(M5)	Regular	30-45	Minimum 3 years of experience in HR, Administration, Finance.

