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FOREWORD

The Labour Market Information & Research Division of the Department of Employment under the Ministry of Labour and Human Resources is pleased to release the second issue of Job Prospecting Report, 2011 conducted from 28th November 2011 to 29th December 2011.

“Job Prospects” are the career opportunities available to a fresh entrant entering into the labour market or to a job seeker having a particular combination of skills, knowledge and qualifications. The Job Prospecting Survey also provides variety of information on the labour market needs in major sectors. For example, job prospects for graduate engineers are usually good overall especially in the construction sectors. Likewise general graduates in the field of Arts and Business Administration do not seem enough to guarantee a job within most sectors that matches student’s expectations.

The Job Prospecting Survey Report will provide information to decision makers, researchers, human resource officials, students and job seekers on the potentiality of each sector in terms of providing employment. Job Prospecting is a very important tool for the formulation of Human Resource policies.

Finally, the Ministry of Labour and Human Resources wishes to convey its appreciation to all the organizations and individuals who contributed their time and effort while conducting this Job Prospecting Survey Report.

Minister

Ministry of Labour and Human Resources

INTRODUCTION:

The Job Prospecting Survey is a comprehensive study pertaining to the eight thrust sectors viz. ICT, Manufacturing, Hydropower, Construction (non-hydro), Tourism, Automobile, Education and Finance. The survey also covered 4.3% of some sectors other than those eight niche sectors. It is mainly intended as study of the short term human resource issues and challenges faced by the major sectors in the Bhutanese economy. The study's in-depth assessment of current and emerging human resource needs and gaps will serve as a foundation to overcome the mismatch of skills and to provide a very high rate of gainful employment. This is intended to do so by using this report as a baseline for the future job prospecting in the Bhutanese economy and as well design sizable proportion of education curricula to fit the labour market demands in the Bhutanese economy.

The following three were the broad objectives of the Job Prospecting Survey:

1. To formulate plans and strategies toward narrowing the skill (hard and soft) gaps until 2013.
2. To enhance job placement and promote appropriate skills training.
3. To compute the list of potential employers of Bhutan.

According to the job vacancies statistics captured in this report and also from the administrative records compiled in the Ministry, Bhutan has a structural unemployment caused by changes in the composition of labour supply and demand. The other reason for this kind of unemployment pattern could also be due to the geographical mismatch between locations of job openings and job seekers. With such unemployment pattern in the Bhutanese labour market, it is evident that though shortage of skills are said to be obvious in some occupations and areas in the country, there are oversupply of other skills.

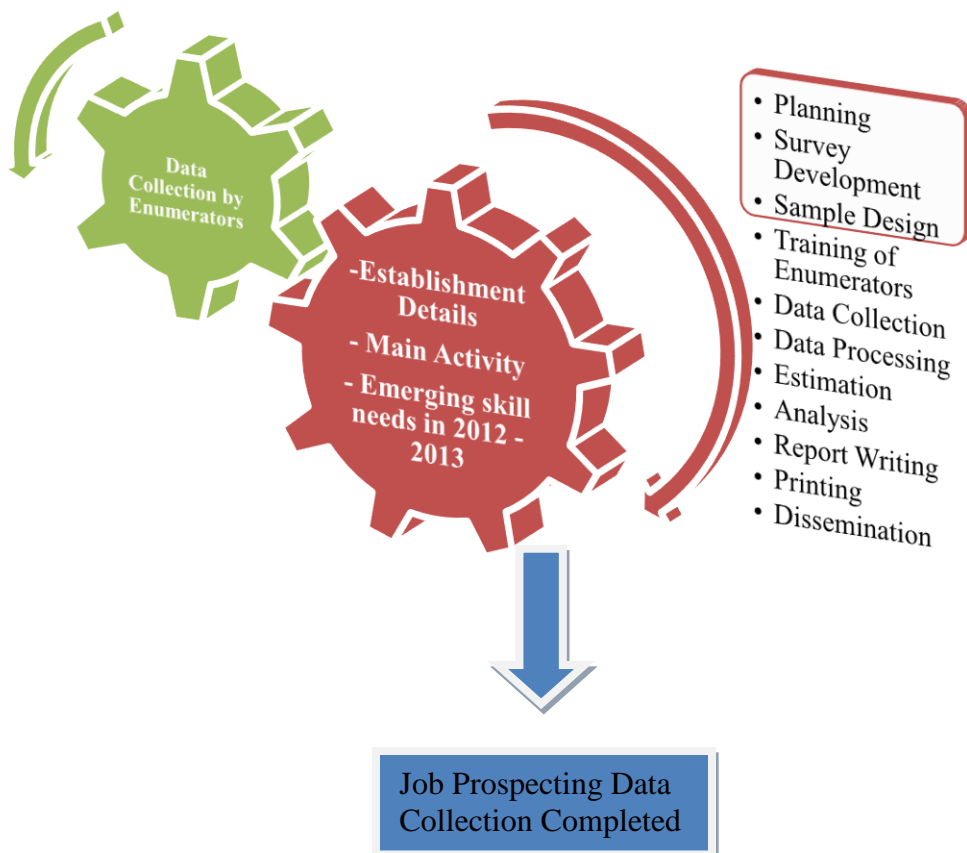
SECTION 1

A. Research Scope and Methodology:

The approach to the study included desk research, field visits, interviews and a request for written submissions.

The Desk study was conducted utilizing published directories of the private and corporate sectors provided by the Department of Trade, MoEA, Training Institutes Directory of the Department of Occupational Standards, MoLHR, Service sector list from the Tourism Council of Bhutan, Automobile sectors list from the Automobile Association of Bhutan and the Construction sectors list from the Construction Association of Bhutan. The field visits and interviews were conducted with key interest groups such as the Manufacturing industries, service sectors etc. The aim of the interviews was to collect information on the future skill requirements during the period 2012-2013.

B. Process:



C. Important Definitions:

- 1. Establishment** means an economic unit, generally at a single physical location, where business is conducted or where services or industrial operations are performed. It is usually engaged in one predominant type of economic activity.

- 2. Main Activity** refers to the specific activity performed by the establishment, e.g. Manufacture of Pepsi, beer, cement, hotel, hydropower etc. For hydropower, the nature of main activity pertains to manufacturing of electricity.

- 3. Type of Legal organization:**
 1. Individual proprietorship: An owner who fully owns his business with full legal rights.
 2. Partnership and cooperatives: A business or an entity owned by group of individuals for the production of goods or services with common goals. Eg. Cooperative farming in Trongsa, milk processing unit in Shingkar in Bumthang, orange association at Pangbang in Zhemgang, etc.
 3. Private Limited Company: More than 50% of the share owned by private undertaking. (Tashi Commercial Corporation, Jigme Mining Corporation, etc.)
 4. Public Limited Company: More than 50% of the share owned by government. (Eg. BoB, PCAL, RICBL, etc)

- 4. Ownership**
 1. Privately owned: All private business entities owned by private individual.
 2. Government owned: All business entities owned by government sectors.
 3. Foreign Control: Business entities owned by foreign individuals (E.g. Aman Kora, Uma Resort)
 4. Joint Venture: Business entities owned by Bhutanese and foreign individual. (E.g. Taj Tashi, Druk PNB, etc)

5. Occupation

Occupation is the type of work, trade or profession performed by the person during the survey period.

6. Category of Establishment:

1. Small
2. Medium
3. Large

The category of establishment has been directly noted down from the respective licenses of the establishments issued by the Ministry of Economic Affairs.

D. Coverage:

The Job Prospecting Survey 2011 covers the thrust sectors that possess potential for generating employment viz. Manufacturing, ICT, Construction, Tourism, Hydropower, Automobile etc. The study mostly focused on the sectors that were in a position to provide gainful employment. The survey was intended to cover maximum number of establishments under Tourism and Construction sectors.

Table 1.1: Number of Establishments by sectors and percentage, 2011

Sectors	Covered	Percentage share
ICT	44	5.3
Manufacturing	68	8.2
Hydropower	3	.4
Construction Non-hydro	308	37.2
Tourism	295	35.6
Automobile	51	6.2
Education	15	1.8
Finance	8	1.0
Other Services	36	4.3
Total	828	100.0

Note: ** “other services” includes sectors which have not been classified elsewhere

E. Limitations:

1. The Job Prospecting Survey does not capture the small sectors (which includes all the small/medium private and corporate establishments).
2. The study does not capture the petty contractors and the small travel agents and hotels.

SECTION 2: Establishment details

The table below illustrates the number of establishments covered in the Job Prospecting Survey 2011 by trade region and sector of industries. The survey has covered more establishments in the non-hydro construction sector (37.3%) followed by tourism sector with 35.6% coverage. Out of the 856 major establishments listed for the survey, only 828 establishments were in a position to render information.

Table 2.1: Number of establishments by Trade Region and Sector, 2011

Trade Region	Sector									Total
	ICT	Manufacturing	Hydropower	Construction Non-hydro	Tourism	Automobile	Education	Finance	Other Services	
Thimphu	36	5	1	143	226	20	10	7	26	474
Trongsa	0	4	0	24	25	4	1	0	0	58
Phuntsholing	6	41	0	34	17	13	1	1	10	123
Gelephu	2	2	1	23	10	7	2	0	0	47
S/Jongkhar	0	12	1	19	9	4	0	0	0	45
Mongar	0	4	0	65	8	3	1	0	0	81
Total	44	68	3	308	295	51	15	8	36	828

Table 2.2: Number of Establishments by sectors and year of operation, 2011

Sectors	Year of Operation								Total
	<1949	1950-1959	1960-1969	1979-1979	1980-1989	1990-1999	2000-2009	2010-2011	
ICT	0	0	1	1	0	5	32	5	44
Manufacturing	0	0	0	3	8	12	40	5	68
Hydropower	0	0	0	0	0	0	2	1	3
Construction Non-hydro	2	0	1	4	32	109	131	29	308
Tourism	2	0	0	4	10	43	178	58	295
Automobile	0	0	0	1	5	12	27	6	51
Education	0	0	0	0	1	0	13	1	15
Finance	0	0	1	1	1	1	2	2	8
Other Services	0	1	1	1	3	5	19	6	36
Total	4	1	4	15	60	187	444	113	828

Chart 1: Percentage distribution of establishments by Sector, 2011

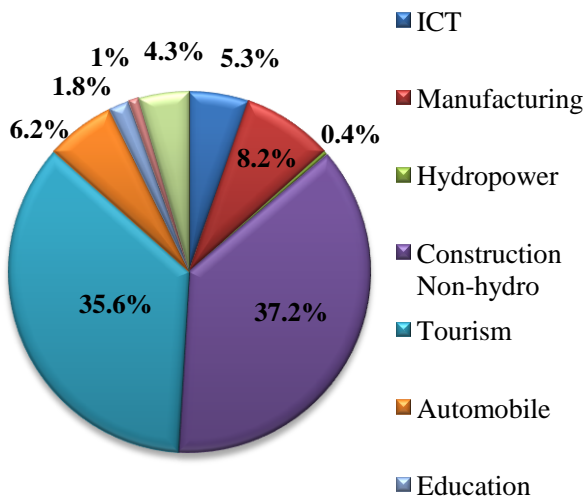


Chart 2: Percentage distribution of establishments by trade region, 2011

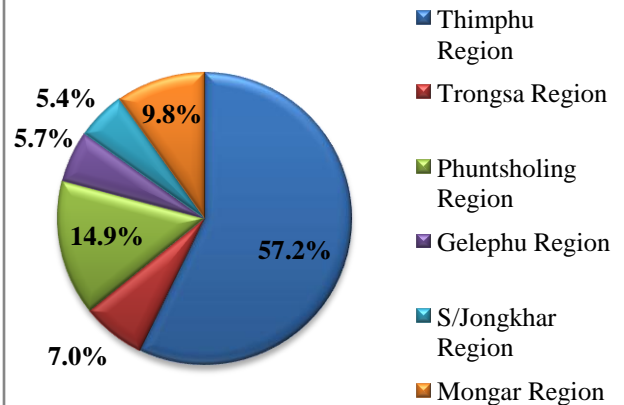


Table 2.3: Number of establishments by trade region and year of operation, 2011

Trade Region	Year of Operation								Total
	<1949	1950-1959	1960-1969	1979-1979	1980-1989	1990-1999	2000-2009	2010-2011	
Thimphu	3	0	2	5	26	91	263	84	474
Trongsa	0	0	0	2	5	17	26	8	58
Phuntsholing	0	1	2	4	17	30	62	7	123
Gelephu	1	0	0	1	4	12	25	4	47
S/Jongkhar	0	0	0	3	7	10	22	3	45
Mongar	0	0	0	0	1	27	46	7	81
Total	4	1	4	15	60	187	444	113	828

Chart 3: Distribution of establishments covered by year of operation, 2011

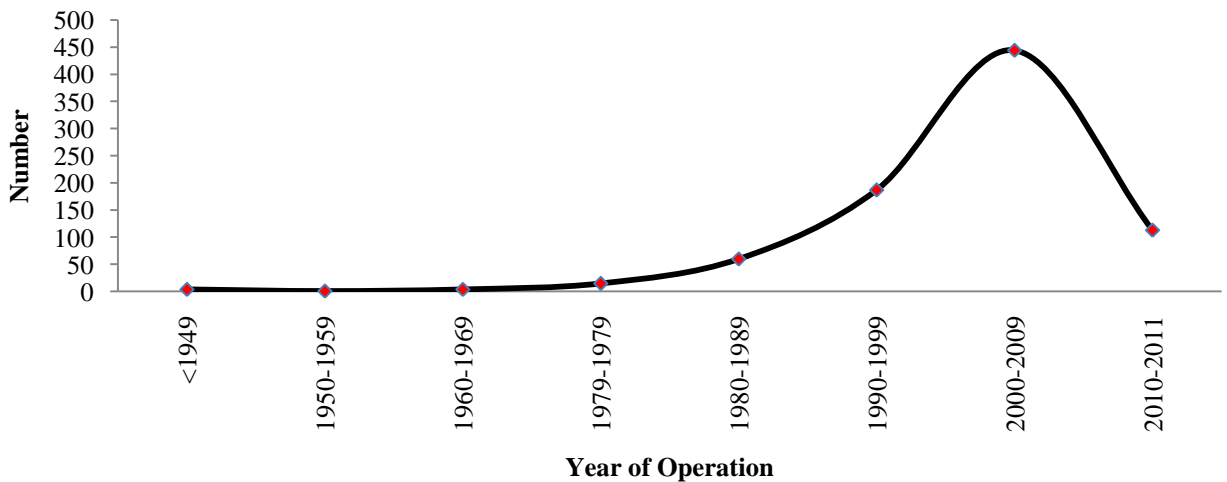


Table 2.4: Number of Establishments by category of establishments and year of operation, 2011

Category of establishments	Year of Operation								Total
	<1949	1950-1959	1960-1969	1979-1979	1980-1989	1990-1999	2000-2009	2010-2011	
Large	0	1	4	6	24	40	68	13	156
Medium	4	0	0	8	27	124	224	48	435
Small	0	0	0	1	9	23	152	52	237
Total	4	1	4	15	60	187	444	113	828

Table 2.5: Number of Establishments by ownership and year of operation, 2011

Ownership	Year of Operation								Total
	<1949	1950-1959	1960-1969	1979-1979	1980-1989	1990-1999	2000-2009	2010-2011	
Privately owned	4	1	1	12	55	183	427	109	792
Government owned	0	0	2	3	5	3	9	1	23
Foreign control	0	0	0	0	0	0	2	0	2
Joint venture between Foreigners & Bhutanese	0	0	1	0	0	1	6	3	11
Total	4	1	4	15	60	187	444	113	828

Table 2.6: Number of Establishments by type of legal organization and year of operation, 2011

Type of legal organization	Year of Operation								Total
	<1949	1950-1959	1960-1969	1979-1979	1980-1989	1990-1999	2000-2009	2010-2011	
Individual proprietorship	4	0	1	7	44	168	374	97	695
Partnership and Cooperatives	0	0	0	1	2	6	15	4	28
Private Limited Company	0	1	0	3	9	5	39	9	66
Public Limited Company	0	0	3	4	5	8	16	3	39
Total	4	1	4	15	60	187	444	113	828

Table 2.7: Number of Establishments by nationality of ownership and year of operation, 2011

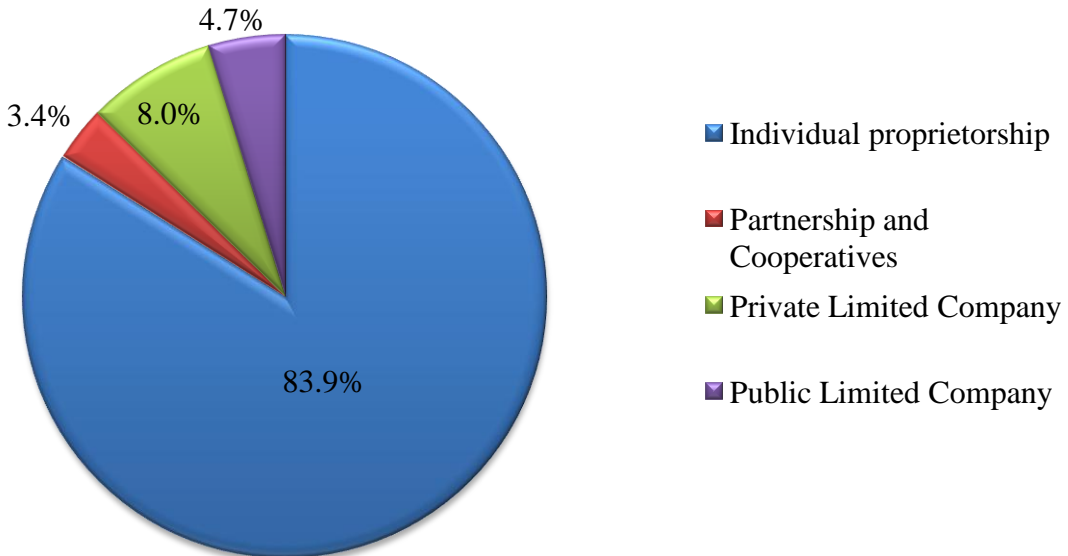
Nationality of ownership	Year of Operation								Total
	<1949	1950-1959	1960-1969	1979-1979	1980-1989	1990-1999	2000-2009	2010-2011	
Bhutanese	4	1	4	13	59	186	432	107	806
Foreigner	0	0	0	2	1	0	6	3	12
Both	0	0	0	0	0	1	6	3	10
Total	4	1	4	15	60	187	444	113	828

The table below presents the establishments covered by trade region and type of legal organization. The Job Prospecting Survey 2011 captured maximum establishments (57.2%) in Thimphu region followed by 14.9% of establishments in Phuntsholing region. The survey results reveal that of the total establishments captured, 83.9% of the establishments captured were under the individual proprietorship category followed by 8% in the private limited companies, 4.7% in public limited companies and 3.4% in partnerships and cooperatives.

Table 2.8: Number of establishments by trade region and type of legal organization, 2011

Trade Region	Type of Legal Organization				Total
	Individual proprietorship	Partnership and Cooperatives	Private Limited Company	Public Limited Company	
Thimphu	401	19	33	21	474
Trongsa	55	2	1	0	58
Phuntsholing	83	3	26	11	123
Gelephu	44	2	1	0	47
S/Jongkhar	33	1	5	6	45
Mongar	79	1	0	1	81
Total	695	28	66	39	828

Chart 4: Percentage distribution of establishments by type of legal organization



The table below illustrates the number of establishments by trade region and ownership. The results show that 95.7% of the establishments covered in the Job Prospecting Survey 2011 were privately owned companies.

Table 2.9: Number of establishments by trade region and ownership, 2011

Trade Region	Ownership				Total
	Privately owned	Government owned	Foreign control	Joint venture between Foreigners & Bhutanese	
Thimphu	457	14	0	3	474
Trongsa	57	1	0	0	58
Phuntsholing	112	5	0	6	123
Gelephu	46	0	0	1	47
S/Jongkhar	40	3	1	1	45
Mongar	80	0	1	0	81
Total	792	23	2	11	828

Chart 5: Percentage distribution of establishments by ownership, 2011

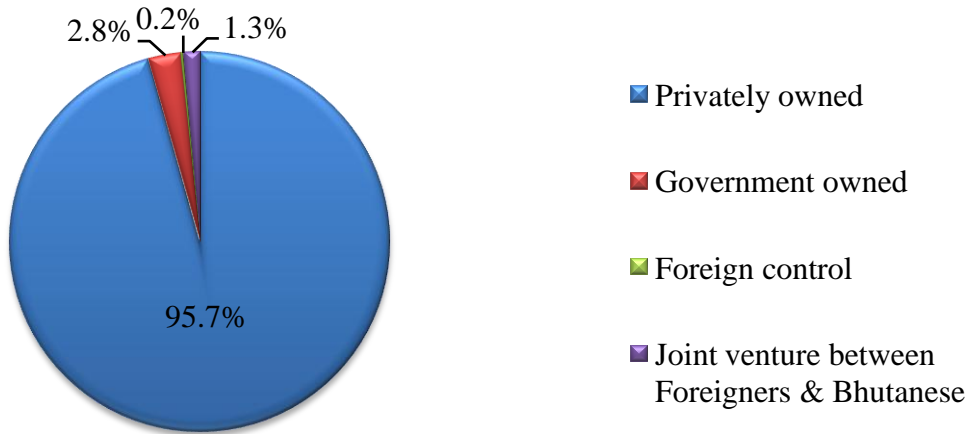
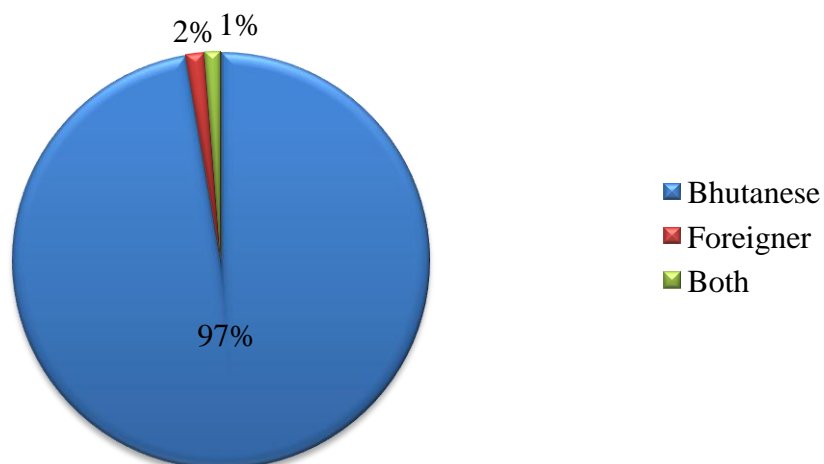


Table 2.10: Number of establishments by trade region and nationality of ownership, 2011

Trade Region	Nationality of Ownership			Total
	Bhutanese	Foreigner	Both	
Thimphu	467	4	3	474
Trongsa	57	1	0	58
Phuntsholing	118	0	5	123
Gelephu	45	1	1	47
S/Jongkhar	39	5	1	45
Mongar	80	1	0	81
Total	806	12	10	828

Chart 6: Percentage distribution of establishments by nationality of ownership

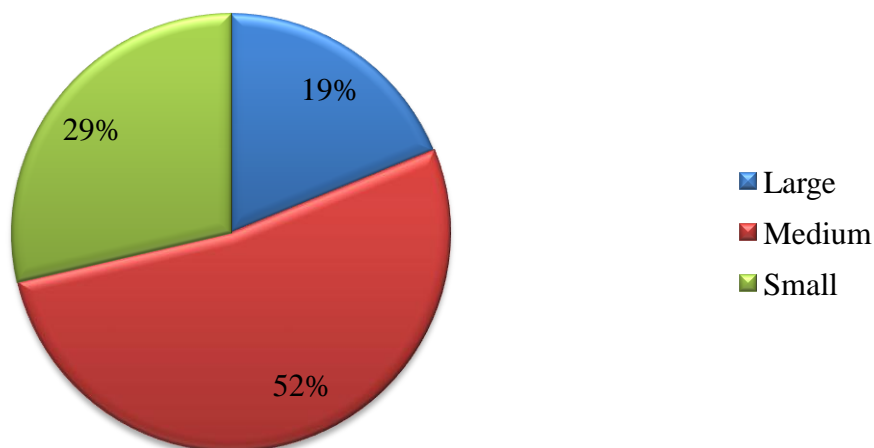


The table below presents the number of establishments by trade region and category of establishments. Of the total 828 establishments captured in the Job Prospecting Survey, 52 % of the establishments fall under the medium scale industry, followed by 29% of the establishments in the small scale industry and 19% of the establishments under the large scale industries.

Table 2.11: Number of establishments by trade region and category of establishment, 2011

Trade Region	Category of Establishment			Total	% Share
	Large	Medium	Small		
Thimphu	84	209	181	474	57
Trongsa	4	42	12	58	7
Phuntsholing	38	62	23	123	15
Gelephu	7	29	11	47	6
S/Jongkhar	14	25	6	45	5
Mongar	9	68	4	81	10
Total	156	435	237	828	100.0
% Share	19	52	29	100.0	

Chart 7: Percentage distribution of establishments by category of establishment, 2011



The tables below present the number of establishments covered in the Job Prospecting Survey 2011 to check the existence of awareness on the National Human Resource Development (NHRD) Policy 2010 published by our Ministry. Of the 828 establishments interviewed, only 229 establishments were aware of the NHRD Policy. These 229 establishments had various HR documents, HR Budget and HR requirements for short and long term.

Table 2.12: Number of establishments by trade region and awareness on the existence of NHRD Policy, 2011

Trade Region	Aware of NHRD Policy			
	Yes	% Share	No	% Share
Thimphu	131	57.2	343	57.3
Trongsa	10	4.4	48	8.0
Phuntsholing	64	27.9	59	9.8
Gelephu	11	4.8	36	6.0
S/Jongkhar	7	3.1	38	6.3
Mongar	6	2.6	75	12.5
Total	229	100.0	599	100.0

Table 2.13: Number of establishments by year and existence of NHRD Policy, 2011

Year of Operation	Existence of NHRD Policy			
	Yes	% share	No	% share
<1949	0	0.0	4	0.7
1950-1959	1	0.4	0	0.0
1960-1969	1	0.4	3	0.5
1979-1979	5	2.2	10	1.7
1980-1989	25	10.9	35	5.8
1990-1999	49	21.4	138	23.0
2000-2009	130	56.8	314	52.4
2010-2011	18	7.9	95	15.9
Total	229	100.0	599	100.0

The table 14 shows that the Tourism sector has the highest (26.6%) percentage on the awareness of NHRD Policy followed by the construction (non-hydro) sector. It may not be necessarily true since these two since these two sectors enjoyed a share of 36% and 37% of the total sample size respectively.

Table 2.14: Number of establishments by sector and awareness on existence of NHRD Policy

Sectors	NHRD Policy			
	Yes	% Share	No	% Share
ICT	19	8.3	25	4.2
Manufacturing	34	14.8	34	5.5
Hydropower	2	6.1	1	16.2
Construction Non-hydro	67	24.0	241	24.2
Tourism	61	26.6	234	39.1
Automobile	13	5.7	38	6.3
Education	9	3.9	6	1.0
Finance	4	1.7	4	0.7
Other Services	20	8.7	16	2.8
Total	229	100.0	599	100.0

Table 2.15: Number of establishments by category of establishment and awareness on NHRD policy, 2011

Category of Establishment	NHRD Policy			
	Yes	% Share	No	% Share
Large	74	32.3	82	13.7
Medium	98	42.8	337	56.3
Small	57	24.9	180	30.1
Total	229	100.0	599	100.0

Table 2.16: Number of establishments by major economic activity and awareness on NHRD policy, 2011

Major Economic Activity	NHRD Policy			
	Yes	% Share	No	% Share
Agriculture & Forestry	1	0.4	0	0
Mining and Quarrying	3	1.3	4	0.7
Manufacturing	40	17.5	34	5.7
Electricity, Gas & Water Supply	3	1.3	1	0.2
Construction	66	28.8	242	40.4
Wholesale and retail trade, repair of motor vehicles, motorcycles and personal and household goods	17	7.4	41	6.8
Hotels & Restaurants	61	26.6	236	39.4
Transport, Storage & Communications	0	0	1	0.2
Financial Intermediation	5	2.2	5	0.8
Real Estate, Renting & Business Activities	22	9.6	26	4.3
Public Administration & Defense	1	0.4	1	0.2
Education	8	3.5	5	0.8
Other Community, Social & Personal Service Activities	2	0.9	3	0.5
Total	229	100	599	100

Table 17 reveals that 90% of the privately owned firms are aware of the NHRD Policy. This is because 792 firms out of 828 totals sampled are privately owned ones.

Table 2.17: Number of establishments by ownership and awareness on NHRD policy, 2011

Ownership	NHRD Policy			
	Yes	% Share	No	% Share
Privately owned	206	90.0	586	97.8
Government owned	14	6.1	9	1.5
Foreign control	1	0.4	1	0.2
Joint venture between Foreigners & Bhutanese	8	3.5	3	0.5
Total	229	100.0	599	100.0

Table 2.18: Number of establishments by trade region and HRD Documents available, 2011

Trade Region	HRD Documents			
	HRD Document	HRD Budget for both short term and long term	Specific HR requirement statistics (short term and long term)	Others
Thimphu	80	55	47	6
Trongsa	5	4	2	1
Phuntsholing	37	25	22	2
Gelephu	7	4	4	0
S/Jongkhar	5	2	3	0
Mongar	2	3	3	3
Total	136	93	81	12
% Share	42.2	28.9	25.2	3.7

Table 2.19: Number of establishments by trade region and employees trained for at least 40 hours in a year, 2011

Trade Region	Training			
	Yes	% Share	No	% Share
Thimphu	78	74.3	53	42.7
Trongsa	2	1.9	8	6.5
Phuntsholing	17	16.2	47	37.9
Gelephu	5	4.8	6	4.8
S/Jongkhar	1	1.0	6	4.8
Mongar	2	1.9	4	3.2
Table	105	100.0	124	100.0

Table 2.20: Number of establishments by category of establishments and employees trained for at least 40 hours in a year, 2011

Category of Establishments	Training			
	Yes	% share	No	% share
Large	34	32.4	40	32.3
Medium	42	40.0	56	45.2
Small	29	27.6	28	22.6
Total	105	100.0	124	100.0

Table 2.21: Number of Establishments by sectors and employees trained for at least 40 hours in a year, 2011

Sectors	Training			
	Yes	% share	No	% share
ICT	12	11.4	7	5.6
Manufacturing	12	11.4	22	17.7
Hydropower	1	1.0	1	0.8
Construction Non-hydro	21	20.0	46	37.1
Tourism	35	33.3	26	21.0
Automobile	5	4.8	8	6.5
Education	5	4.8	4	3.2
Finance	2	1.9	2	1.6
Other Services	12	11.4	8	6.5
Total	105	100.0	124	100.0

Table 2.22: Number of Establishments by ownership and employees trained for at least 40 hours in a year, 2011

Ownership	Training			
	Yes	% share	No	% share
Privately owned	93	88.6	113	91.1
Government owned	8	7.6	6	4.8
Foreign control	0	0.0	1	0.8
Joint venture between Foreigners & Bhutanese	4	3.8	4	3.2
Total	105	100.0	124	100.0

SECTION 3: Human Resource Requirements 2012-2013

The chart and tables below illustrate the human resource requirements between 2012 and 2013 segregated by academic qualification, major occupation, specific occupation and employment status. The figures show that the maximum number of human resources will be required in the elementary occupations followed by craft and related workers. This is mainly because of the shock from the construction sector.

The requirements for 2012 are the immediate vacancies that the private and corporate sectors are in need of. Vacancies for 2013 are quite less compared to 2012 due to the fact that the private sectors do not have a proper HRD planning document or master plans.

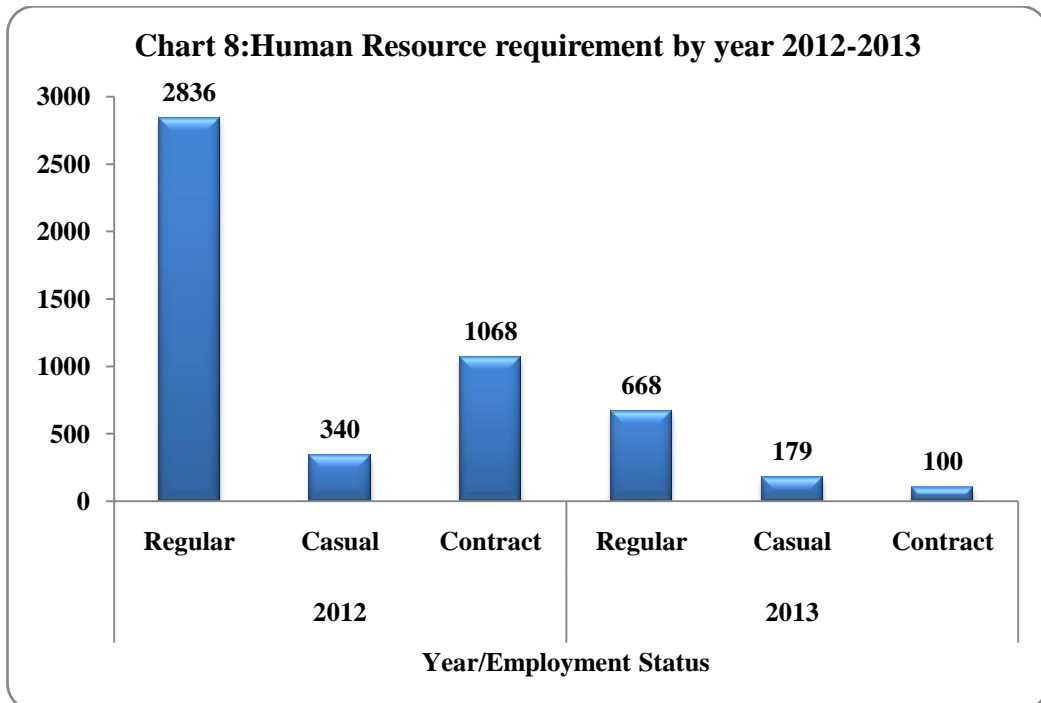


Table 3.1: Human resource requirements by major occupation 2012-2013

Major Occupation	2012			Total	2013			Total	Overall
	Regular	Casual	Contract		Regular	Casual	Contract		
Legislators, Senior Officials and Managers	91	0	10	101	14	0	2	16	117
Professionals	312	1	62	375	88	0	45	133	508
Technicians and Associate Professionals	578	21	62	661	92	0	15	107	768
Clerks	193	4	26	223	30	1	3	34	257
Service Workers and Shop and Market Sales Workers	399	105	69	573	58	85	17	160	733
Skilled Agricultural Workers	1	2	0	3	0	0	0	0	3
Craft and Related Workers	522	2	261	785	106	2	8	116	901
Plant and Machine Operators and Assemblers	352	62	83	497	57	60	5	122	619
Elementary Occupations	388	143	495	1026	223	31	5	259	1285
Total	2836	340	1068	4244	668	179	100	947	5191

Table 3.2: Human resource requirements by qualification and year 2012-2013

Qualification	2012			Total	2013			Total	Overall
	Regular	Casual	Contract		Regular	Casual	Contract		
Class X and Below	1150	70	211	1431	338	53	17	408	1839
Class XII	362	65	96	523	56	23	14	93	616
Degree	341	41	59	441	91	55	19	165	606
Masters & above	23	0	20	43	9	0	32	41	84
Non-formal	1	0	0	1	0	0	0	0	1
Certificate	340	1	134	475	80	1	5	86	561
Diploma	215	0	25	240	9	0	5	14	254
Others	404	163	523	1090	85	47	8	140	1230
Total	2836	340	1068	4244	668	179	100	947	5191

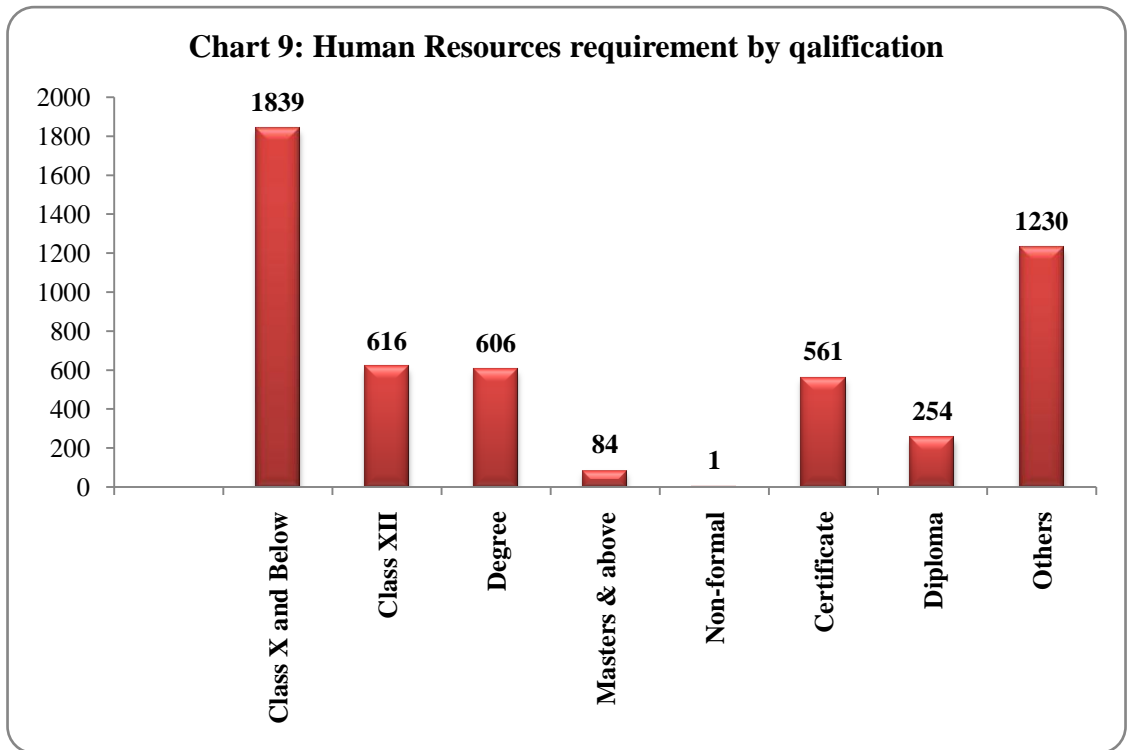


Table 3.3: Number of Establishments by Sectors, Status of Employment and year 2012-2013

Sectors	2012			2013			Total
	Regular	Casual	Contract	Regular	Casual	Contract	
ICT	101	1	0	35	0	2	139
Manufacturing	462	126	464	161	23	5	1241
Construction Non-hydro	986	21	478	79	0	57	1621
Tourism	608	192	78	106	155	28	1167
Automobile	348	0	9	74	1	3	435
Education	69	0	20	38	0	0	127
Finance	28	0	8	0	0	0	36
Other Services	234	0	11	175	0	5	425
Total	2836	340	1068	668	179	100	5191

Table 3.4: Number of Establishments by Region, Status of Employment by year 2012-2013

Trade Region	2012			2013			Total
	Regular	Casual	Contract	Regular	Casual	Contract	
Thimphu	1189	212	214	359	155	33	2162
Trongsa	230	0	95	44	0	9	378
Phuntsholing	704	100	14	150	1	13	982
Gelephu	219	2	13	47	0	34	315
S/Jongkhar	216	26	633	63	23	7	968
Mongar	278	0	99	5	0	4	386
Total	2836	340	1068	668	179	100	5191

Table 3.5: Number of Establishments by Type of Legal Organization, Status of Employment and year 2012-2013

Type of Legal Organization	2012			2013			Total
	Regular	Casual	Contract	Regular	Casual	Contract	
Individual proprietorship	2172	184	446	369	92	93	3356
Partnership and Cooperatives	47	0	0	6	0	0	53
Private Limited Company	489	130	605	247	65	6	1542
Public Limited Company	128	26	17	46	22	1	240
Total	2836	340	1068	668	179	100	5191

Table 3.6: Number of Establishments by Ownership, Status of Employment and year 2012-2013

Ownership	2012			2013			Total
	Regular	Casual	Contract	Regular	Casual	Contract	
Privately owned	2554	314	1031	489	157	99	4644
Government owned	40	26	15	27	22	1	131
Joint venture between Foreigners & Bhutanese	242	0	22	152	0	0	416
Total	2836	340	1068	668	179	100	5191

Table 3.7: Number of Establishments by Nationality of Ownership, Status of Employment and year 2012-2013

Nationality of Ownership	2012			2013			Total
	Regular	Casual	Contract	Regular	Casual	Contract	
Bhutanese	2581	320	916	498	179	100	4594
Foreigner	7	20	130	9	0	0	166
Both	248	0	22	161	0	0	431
Total	2836	340	1068	668	179	100	5191

Table 3.8: Number of Establishments by Category of Establishments, Status of Employment and year 2012-2013

Category of Establishments	2012			2013			Total
	Regular	Casual	Contract	Regular	Casual	Contract	
Large	928	196	632	279	87	56	2178
Medium	1401	78	362	213	58	38	2150
Small	507	66	74	176	34	6	863
Total	2836	340	1068	668	179	100	5191

Table 3.9: Human resource requirements by specific occupations 2012-2013

Specific Occupation	2012			Total	2013			Total	Overall
	R	C	Ct		R	C	Ct		
Senior Government Officials	2	0	0	2	0	0	0	0	2
Directors & chief executives	4	0	0	4	0	0	0	0	4
Production & operations managers	1	0	2	3	0	0	0	0	3
Finance & administration managers	11	0	1	12	2	0	0	2	14
Sales & marketing managers	14	0	0	14	4	0	0	4	18
Advertising & public relations managers	0	0	2	2	0	0	1	1	3
Supply & distribution managers	3	0	0	3	0	0	0	0	3
Other specialized managers	1	0	0	1	0	0	0	0	1
GM in manufacturing	3	0	1	4	0	0	0	0	4
GM in Construction	12	0	2	14	0	0	1	1	15
GM of restaurants & hotels	21	0	0	21	3	0	0	3	24
GM in transportation	1	0	0	1	0	0	0	0	1
GM of business services firms	12	0	0	12	3	0	0	3	15
Other General Managers	4	0	2	6	2	0	0	2	8
Waiter/Waitress	2	0	0	2	0	0	0	0	2
Meteorologist	3	0	0	3	0	0	0	0	3
Chemists	10	0	0	10	4	0	0	4	14
system designers & analysts	1	0	0	1	0	0	0	0	1
Computer programmers	3	0	2	5	1	0	0	1	6
Other computing professionals	3	0	0	3	5	0	0	5	8
Architects, town & traffic planners	1	0	1	2	1	0	0	1	3

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Civil engineers	111	0	18	129	20	0	6	26	155
Electrical engineers	8	0	2	10	1	0	31	32	42
Electronic & telecommunications engineers	2	0	0	2	4	0	0	4	6
mechanical engineers	2	0	9	11	1	0	0	1	12
Mining engineers, metallurgists & related professionals	3	0	0	3	0	0	0	0	3
Cartographers & surveyors	2	0	0	2	0	0	0	0	2
Other architect, engineers & related professionals	3	0	0	3	0	0	0	0	3
Biologists, botanists, zoologists & related professionals	1	0	0	1	0	0	0	0	1
College, university & higher education teaching professionals	17	0	18	35	0	0	0	0	35
Secondary education teaching professionals	34	0	2	36	6	0	0	6	42
Primary education teaching professionals	8	0	0	8	8	0	0	8	16
Pre-primary education teaching professionals	8	0	0	8	10	0	0	10	18
Other teaching professionals not elsewhere classified	8	1	0	9	4	0	0	4	13
Accountants	65	0	6	71	9	0	5	14	85
Personal & careers professionals	5	0	0	5	5	0	0	5	10
Librarians & related information professionals	5	0	0	5	3	0	0	3	8
Economist	0	0	1	1	0	0	0	0	1
Authors, journalists & other writers	9	0	3	12	6	0	3	9	21
Chemical & physical science technicians	3	0	0	3	2	0	0	2	5
Civil engineering technicians	186	0	23	209	9	0	5	14	223
Electrical engineering technicians	55	0	5	60	15	0	5	20	80
Electronics & telecommunications engineering technicians	5	0	0	5	3	0	1	4	9
Mechanical engineering technicians	113	0	7	120	35	0	0	35	155
Mining & metallurgical technicians	2	0	0	2	1	0	0	1	3

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Technical drafters	3	0	0	3	0	0	0	0	3
Other physical science & engineering technicians	3	0	0	3	0	0	0	0	3
computer assistants	10	0	0	10	3	0	0	3	13
Computers equipment controllers	0	0	2	2	0	0	0	0	2
Photographers & image & sound recording equipment controller	7	0	0	7	0	0	0	0	7
Dieticians & nutritionists	2	0	0	2	0	0	0	0	2
Physiotherapists & related workers	2	0	0	2	0	0	0	0	2
Estate agents	1	0	0	1	0	0	0	0	1
Travel consultants & organizers	10	0	0	10	2	0	0	2	12
Technical & commercial sales representatives	2	1	0	3	0	0	0	0	3
Other finance & sales associate professionals	10	0	0	10	3	0	0	3	13
Trade brokers	0	0	0	0	1	0	0	1	1
Labour contractors & employment agents	1	0	0	1	0	0	0	0	1
Administrative & related associate professionals	7	0	3	10	2	0	0	2	12
Other administrative associate professionals	3	0	1	4	0	0	0	0	4
Decorators & commercial designers	7	0	1	8	4	0	1	5	13
Site Supervisor	139	20	19	178	10	0	2	12	190
Hardware Technician	7	0	0	7	2	0	1	3	10
Public Relation Officer	0	0	1	1	0	0	0	0	1
Data entry operators	4	0	0	4	1	0	0	1	5
Calculating machine operators	1	0	0	1	0	0	0	0	1
Secretaries	45	1	4	50	9	1	1	11	61
Accounting & book keeping clerks	55	0	10	65	6	0	1	7	72
Statistical & finance clerks	0	0	1	1	0	0	0	0	1

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Transport clerks	0	0	3	3	0	0	0	0	3
Cashiers & ticket issuers	16	0	0	16	1	0	1	2	18
Bill, debt & related cash collectors	5	0	0	5	2	0	0	2	7
Receptionists & information clerks	25	2	1	28	5	0	0	5	33
Store Keeper	42	1	7	50	6	0	0	6	56
Transport conductors	5	0	0	5	0	0	0	0	5
Travel guides & ground hosts	34	77	40	151	6	78	8	92	243
House stewards & housekeepers	93	5	12	110	13	0	0	13	123
Cooks	84	18	9	111	18	7	8	33	144
Waiters & bartenders	156	5	7	168	18	0	0	18	186
Institution based personal care workers	6	0	0	6	1	0	0	1	7
Hairdressers, barbers, beauticians & related workers	5	0	1	6	0	0	1	1	7
Shop salespersons & demonstrators	12	0	0	12	0	0	0	0	12
Stall & market salespersons	4	0	0	4	2	0	0	2	6
Gardeners, horticultural & nursery growers	1	2	0	3	0	0	0	0	3
Miners & quarry workers	10	0	0	10	0	0	0	0	10
Shot firers & blasters	2	0	0	2	0	0	0	0	2
Stone splitters, cutters & carvers	0	0	7	7	0	0	0	0	7
Builders, traditional materials	36	0	15	51	1	0	0	1	52
Bricklayers, stonemasons & tile setters	62	0	89	151	5	0	1	6	157
Carpenters & joiners	95	0	54	149	18	0	4	22	171
Plumbers & pipe fitters	37	0	14	51	0	0	0	0	51
Building & related electricians	26	0	5	31	4	1	0	5	36
Painters & paperhangers	52	0	5	57	9	0	0	9	66

Job Prospecting Survey, 2011

Metal molders & core makers	1	0	0	1	4	0	0	4	5
Welders & flame-cutters	55	0	39	94	20	0	0	20	114
Structural metal preparers & erectors	0	0	16	16	0	0	0	0	16
Metal grinders, polishers and tool sharpeners	1	0	3	4	0	0	0	0	4
Motor vehicle mechanics & fitters	42	0	8	50	7	0	3	10	60
Electrical mechanics & fitters	2	0	0	2	0	0	0	0	2
Electrical line installers, repairers & jointers	39	0	6	45	9	0	0	9	54
Handicraft workers in wood & related materials	6	0	0	6	5	0	0	5	11
bookbinders & related workers	5	0	0	5	0	0	0	0	5
Bakers, pastry cooks & confectionery makers	7	0	0	7	0	0	0	0	7
F&B testers & graders	1	0	0	1	0	0	0	0	1
Wood treaters	4	0	0	4	4	0	0	4	8
Cabinetmakers and related workers	10	0	0	10	10	0	0	10	20
Hand weavers, knitters & other hand textile products makers	4	0	0	4	0	0	0	0	4
Textile pattern makers & cutters	0	2	0	2	0	1	0	1	3
Upholsterers & related workers	10	0	0	10	8	0	0	8	18
Pelt dressers, tanners and fell mongers	4	0	0	4	0	0	0	0	4
Rod bender	1	0	0	1	0	0	0	0	1
Rod Fitter	5	0	0	5	1	0	0	1	6
Blaster	5	0	0	5	1	0	0	1	6
Mining plant operators	0	1	0	1	0	0	0	0	1
Mineral ore stone treating plant operators	2	0	0	2	0	0	0	0	2
Ore smelting, metal converting and refining furnace operators	10	0	0	10	0	0	0	0	10
Metal melters, casters & rolling-mill operators	2	0	3	5	1	0	0	1	6

Job Prospecting Survey, 2011

Metal drawers and extruders	5	0	0	5	0	0	0	0	5
Sawmill, wood panel & related wood-processing plant operator	27	0	8	35	8	0	0	8	43
Crushing, grinding and mixing equipment operators	6	0	0	6	1	0	0	1	7
Petroleum-refining plant operators	4	0	0	4	2	0	0	2	6
Steam turbine, boiler and engine operators	0	0	2	2	0	0	0	0	2
Machine-tool operators	31	0	0	31	7	0	0	7	38
Cement & other mineral processing machine operators	0	6	0	6	0	0	0	0	6
Tyre making & vulcanizing machine operators	31	0	0	31	3	0	0	3	34
Wood products machine operators	3	0	0	3	3	0	0	3	6
Printing machine operators	4	0	0	4	0	0	0	0	4
Spinning and winding machine operators	5	0	0	5	0	0	0	0	5
Weaving & knitting machine operators	10	0	0	10	0	0	0	0	10
Other textile products machine operators	0	6	0	6	0	20	0	20	26
Grain and spice milling machine operators	2	0	0	2	1	0	0	1	3
Car, taxi & light van drivers	52	48	12	112	12	40	2	54	166
Bus & tram drivers	1	0	0	1	1	0	0	1	2
Heavy truck drivers	88	1	31	120	11	0	3	14	134
Motorized farm and forestry	7	0	0	7	0	0	0	0	7
Earth-moving & related machinery operators	34	0	23	57	5	0	0	5	62
Crane, hoist & related materials-moving equipment operators	28	0	4	32	2	0	0	2	34
Door-to-door and telephone salespersons	3	0	0	3	0	0	0	0	3
Helpers & cleaners in offices & hotels & related workers	57	1	5	63	9	0	5	14	77
Hand launderers & pressers	12	4	0	16	3	0	0	3	19
Building caretakers	2	0	0	2	3	0	0	3	5

Job Prospecting Survey, 2011

Messengers, package & luggage porters & deliveries	4	30	4	38	0	30	0	30	68
Watchers & doorkeepers	0	1	0	1	0	0	0	0	1
Private security guards	185	0	4	189	155	0	0	155	344
Garbage collectors	11	0	0	11	0	0	0	0	11
Sweepers & related laborers	11	0	0	11	4	0	0	4	15
Forestry laborers	0	0	400	400	0	0	0	0	400
Construction & maintenance laborers	1	0	0	1	2	0	0	2	3
Building construction laborers	42	45	70	157	15	0	0	15	172
Assembling laborers	2	0	0	2	2	0	0	2	4
hand packers & other manufacturing laborers	29	62	0	91	26	1	0	27	118
Hand & pedal vehicle drivers	0	0	12	12	0	0	0	0	12
Laborers	24	0	0	24	4	0	0	4	28
Water service man	5	0	0	5	0	0	0	0	5
Total	2836	340	1068	4244	668	179	100	947	5191

Note: R-Regular, C-Casual and Ct-Contract

SECTION 4: Hard and soft skills demanded by the firms and the existing number of employees

The soft skills had been reported to be as important as the hard skills. The tables 17 & 18 below depict the various kinds of hard and soft skills demanded by the private and corporate sectors. There are sum total of 14305 employees in the construction and the tourism sectors. Only these two sectors' employees were counted to save time for the survey. The employees for the remaining sectors were precisely captured by the Establishment Census 2010. Of the total 14305 employees in these two sectors 7521 are the Bhutanese and 6784 the Foreigners.

Table 4.1: Hard skill requirements, 2011

Accounting	Diploma in Civil	PGDE
Action Research	Diploma in Electrical	PGDNL
Advance in Multimedia	Diploma in IT	Physiotherapy
Armed force	Drafting	Plant Operating
Artist	Driving	Plumbing (VTI)
Auditing	Electrician (VTI)	Printing
Auto Electrician	Financial Management	Project Planning Management
Auto Mechanic (VTI)	Food Management	Sculpture
Bakery	Graphic Designer	Servicing
Banking	Hotel Management	Store Keeping
Beautician	House Keeping	Store Management
Building Design	HR Management	Steno graphing
Business Management	Human Relationship	Tailoring
Carpentry	Journalism	Tally course
Certificate in IT	Language Resource Technology	Tele Communication

Chef/cook	Language Training	Tour Operating
Computer (IT, DIMS)	Librarian	Tourist guide
Computer hardware and Net working	Lineman (BPC)	Traditional physician
Construction Maintenance	Marketing	Training of trainers
Construction management	Mason	Transport (RSTA)
Counseling/youth counseling	Mechanic	TTC
Customs	Mining	Urban planning
Dental	Music	Village Voluntary Health Worker
Diploma and management in leadership	Office Assistant	Waitress
	Painting	Weaving
		Welding

Table 4.2: Soft skill required against the human resource requirements, 2011

Planning	Personal Responsibility	Configuration
Situational Analysis	Consistency & perseverance	Design
Time & Task Management	Compassion	Enhancement
Budgeting	Patience	Product Delivery
Problem Solving	Generosity	Communication Skills
Critical Thinking	Honor	personal Integrity
Analytic & Systematic Thinking	Devotion	Honesty & Commitment to truth
Public Relations	Devotion Fairness	Trustworthy
Customer Services	Strong sense of self & self-respect	Demonstrates trust
Sales	Has concept of ideal self; Knows what he wants to be	Sincerity
Technology Presentation	Tolerance and sensitivity	Collaboration

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Influencing	Respect for others	Team work
Negotiating	Appreciates importance of communication & develops communication skills	Able to communicate & demonstrates own value system
Supervision	Commitment to work	Commitment to team
Implementation	Commitment to excellence in work	High degree of social awareness
Administration	Accountability	Socially responsible
Operations	Innovation	Wealth with work
Project Management	Productivity	Pleasure with conscience
Decision Making	Flexibility	
Leadership	Continuous improvement of business practices & processes	
Interpersonal Communication	Care & safety of own work environment	
Mentoring	Management of pressure & complexities of work	
Monitoring	Personal commitment & voluntary compliance with company values & ethics	
Installation	Disclosure and transparency	

Table 4.3: Existing number of employees in the Tourism and Construction sector, 2011

Major Occupation	Bhutanese			Total	Foreigner			Total	Overall
	Regular	Casual	Contract		Regular	Casual	Contract		
Legislators, Senior Officials and Managers	832	2	16	850	17	0	43	60	910
Professionals	509	9	73	591	134	2	203	339	930
Technicians and Associate Professionals	688	9	71	768	48	26	151	225	993
Clerks	551	14	14	579	30	4	37	71	650
Service Workers and Shop and Market Sales Workers	949	68	54	1071	189	15	92	296	1367
Skilled Agricultural Workers	9	0	2	11	1	0	0	1	12
Craft and Related Workers	270	27	399	696	303	698	1492	2493	3189
Plant and Machine Operators and Assemblers	1605	19	113	1737	167	7	847	1021	2758
Elementary Occupations	393	72	737	1202	398	728	1147	2273	3475
Total	5806	220	1479	7505	1287	1480	4012	6779	14284

Chart 10: Existing number of employees in the Tourism and Construction sector, 2011

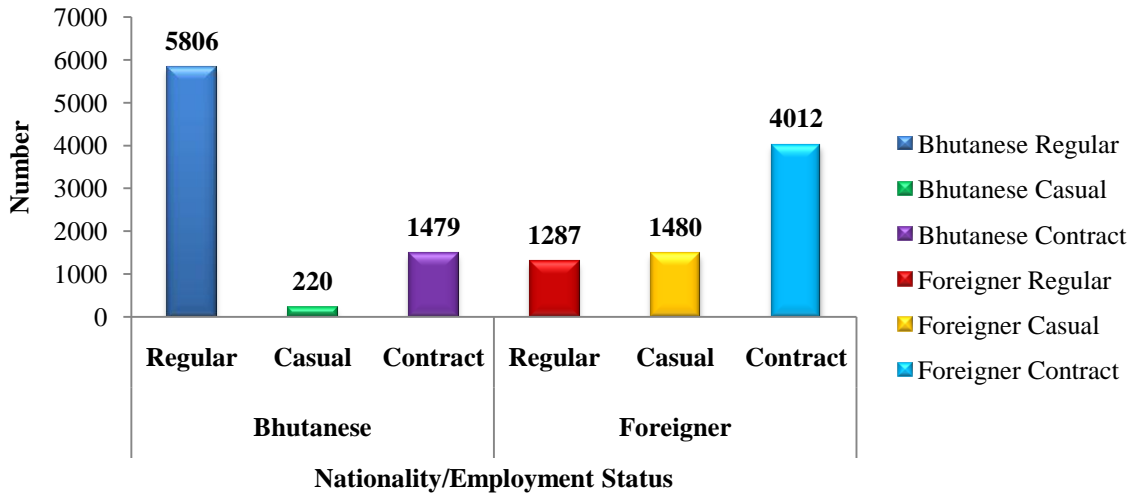


Table 4.4: Existing number of employees in the Construction sector, 2011

Major Occupation	Bhutanese			Total	Foreigner			Total	Overall
	Regular	Casual	Contract		Regular	Casual	Contract		
Legislators, Senior Officials and Managers	374	0	14	388	10	0	43	53	441
Professionals	430	5	72	507	134	2	202	338	845
Technicians and Associate Professionals	586	8	71	665	44	26	151	221	886
Clerks	209	9	11	229	17	2	36	55	284
Service Workers and Shop and Market Sales Workers	68	0	21	89	1	0	82	83	172
Skilled Agricultural Workers	0	0	0	0	0	0	0	0	0
Craft and Related Workers	207	25	399	631	300	698	1492	2490	3121
Plant and Machine Operators and Assemblers	1395	2	113	1510	167	7	847	1021	2531
Elementary Occupations	233	63	735	1031	317	723	1144	2184	3215
Total	3502	112	1436	5050	990	1458	3997	6445	11495

Table 4.5: Existing number of employees in the Tourism sector, 2011

Major Occupation	Bhutanese			Total	Foreigner			Total	Overall
	Regular	Casual	Contract		Regular	Casual	Contract		
Legislators, Senior Officials and Managers	458	2	2	462	7	0	0	7	469
Professionals	79	4	1	84	0	0	1	1	85
Technicians and Associate Professionals	102	1	0	103	4	0	0	4	107
Clerks	342	5	3	350	13	2	1	16	366
Service Workers and Shop and Market Sales Workers	881	68	33	982	188	15	10	213	1195
Skilled Agricultural Workers	9	0	2	11	1	0	0	1	12
Craft and Related Workers	63	2	0	65	3	0	0	3	68
Plant and Machine Operators and Assemblers	210	17	0	227	0	0	0	0	227
Elementary Occupations	160	9	2	171	81	5	3	89	260
Total	2304	108	43	2455	297	22	15	334	2789

Annexure: Questionnaire

CONFIDENTIAL



Department of Employment
Ministry of Labour & Human Resources
Job Prospecting Survey 2011

Disclaimer: The Department would like to request all the respondents to kindly cooperate with our enumerators for this Job Prospecting Exercise 2011. The data and information collected here are purely meant for the formulation of employment and labour policies and, therefore, shall be kept confidential at all times.

(Jamyang Galey)
DIRECTOR

Name of the respondent:

Q.1 Establishment :

a. Name of the Establishment:

b. Contact No: Email:

c. Location : Dzongkhag

Town/Place

d. Serial No.

Q.2 Nature of Main activity:

Q. 2.1 Sector 1 ICT 2 Manufacturing 3 Hydropower 3 Construction
 5 Tourism 6 Automobile 7 Education 8 Finance 9 Other services

Q.3 Year of operation started:

Q.4 Type of Legal organization: 1 Individual proprietorship 2 Patnership and Cooperatives
 3 Private Limited Company 4 Public Limited Company

Q.5 Ownership : 1 Privately owned 2 Government owned 3 Foreign control 4 Joint venture between Foreigners & Bhutanes

Q.6 Nationality of ownership: 1 Bhutanese 2 Foreigner 3 Both

Q7 Category of Establishment: 1 Large 2 Meduim 3 Small

Q.8 Are you aware of the existence of the NHRD Policy 2010?

- 1 Yes
- 2 No (Go to Q.11)

Q.9 If Yes, do you have the following:

- 1 HRD document
- 2 HRD budget for both short term and long term
- 3 Specific HR requirement statistics (Short term and Long term)
- 4 Others (Specify).....

Q.10 Does your establishment train each one of your employees for atleast 40 hrs in a year?

- 1 Yes
- 2 No

Interview Status:

1 Complete

2 Incomplete

Reason

Enumerator's name: Signature: Date:

Supervisor's name: Signature: Date:

Supervisor's comments:

Job Prospecting Survey, 2011

Q.11 Emerging skill needs (vacancies) during the period (2012-2013)

Sl. No.	Specific Occupation	For official use (Code)	Qualification				2012			2013			Proposed monthly salary
			Academic	For official use (Code)	Skills/Training	For official use (Code)	Regular	Casual	Contract	Regular	Casual	Contract	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
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24													
25													
26													
27													
28													
29													
30													

Note: Use additional sheets if required

Job Prospecting Survey, 2011

Q.12 Soft Skills:

Sl. No.	Occupation	For official use (Code)	Soft Skills Required	For Official Use (Code)
	(Copy occupation list from Q.11)			
1				
2				
3				
4				
5				
6				
7				
8				
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11				
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30				

Note: Use additional sheets if required.

Job Prospecting Survey, 2011

Q.13 Existing number of employees in the establishment (to be asked only for Tourism & Construction sectors)

Sl. No.	Specific Occupation	For office use (Code)	Bhutanese			Foreigner		
			Regular	Casual	Contract	Regular	Casual	Contract
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								

Note: Use additional sheet if required