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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 third issue of Job Prospecting Report conducted from 9<sup>th</sup> May to 28<sup>th</sup> May 2014.

“Job Prospects” are the career opportunities available for new entrant into the labour market or to a job seeker having a particular combination of skills, knowledge and qualification. The Job Prospecting Survey also provides variety of information on the labour market needs in major sectors. The general trend among the, university graduates in technical fields are absorbed more easily than the general graduates in the job market.

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 polices.

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.

**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, Tourism, Automobile, Education and Finance. Besides the eight thrust sector the survey covered other sectors contributing to 11.2% of the total share. It is mainly intended to study 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 gainful employment. This is intended to do so by using this report as a baseline for the future job prospects 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 gaps until 2014.
2. To enhance job placement and promote appropriate skills training.
3. To compute the list of potential employers of Bhutan.

According to the survey the job vacancies statistics captured in this report and also from the administrative records compiled within 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, there are oversupply of other skills.

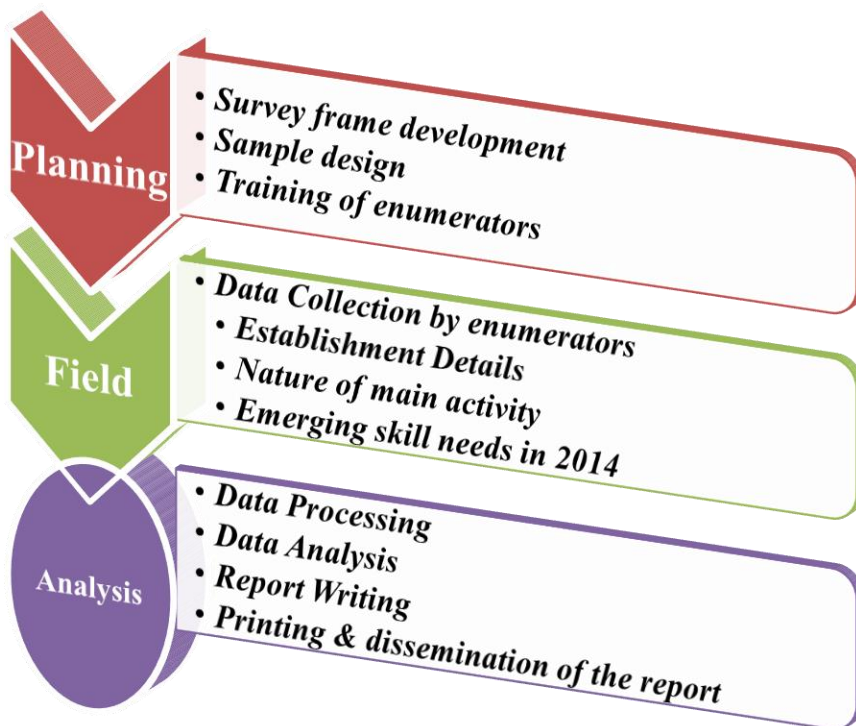
## SECTION 1

### 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, Ministry of Economic Affairs, 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 Development Corporation Limited of Bhutan. The field visits and face to face interviews with relevant officials were conducted with key interest groups such as the Manufacturing industries, service sectors etc. The aim of the survey was to collect information on the skill requirements in 2014.

### 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: A business or an entity owned by two individuals of same nationality for the production of goods or services with common goals.
  
  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)
  
  5. Joint Venture: Business entities owned by Bhutanese and foreign individual. (E.g. Taj Tashi, Druk PNB, etc)

### **4. Occupation**

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

### **5. Category of Establishment:**

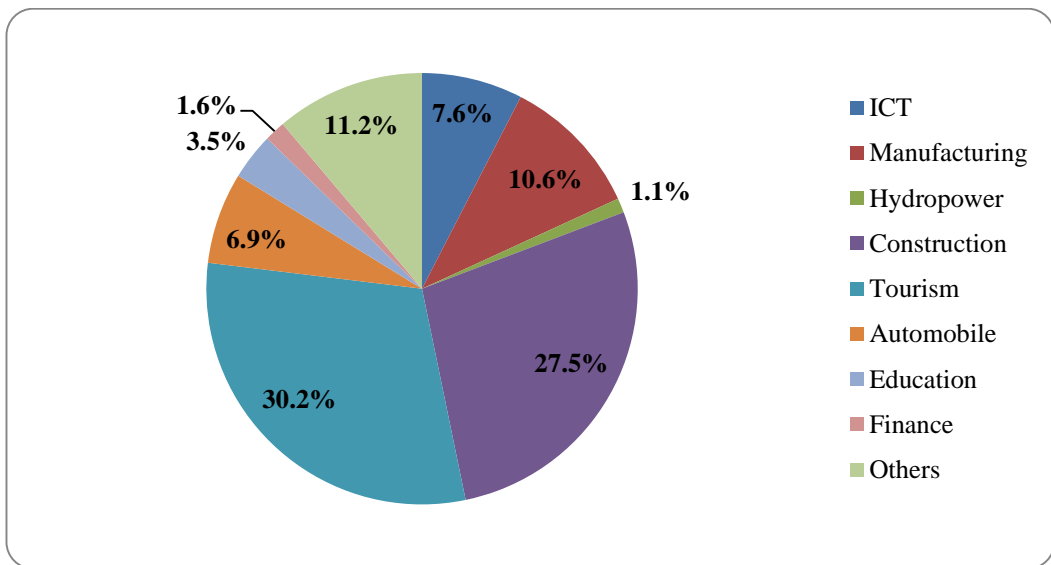
The category of establishment has been defined based on the employment size and the amount of investment made as per the license issued by the Ministry of Economic Affairs as follows:

Scale of industry	Employment Size	Investment (in million Nu.)
Small	5-19	1-10
Medium	20-99	10-100
Large	100+	>100

**D. Coverage:**

The Job Prospecting Survey 2014 covered all 20 Dzongkhags in the country focusing on the thrust sectors that possess potential for generating employment viz. Manufacturing, ICT, Construction, Tourism, Hydropower, Automobile etc. Of the total surveyed establishments 30.2% composed of construction sector followed by tourism with 27.5% and the other sector constitute 11.2% which includes media, NGOs, consulting firm, driving centres, trading and mining etc.

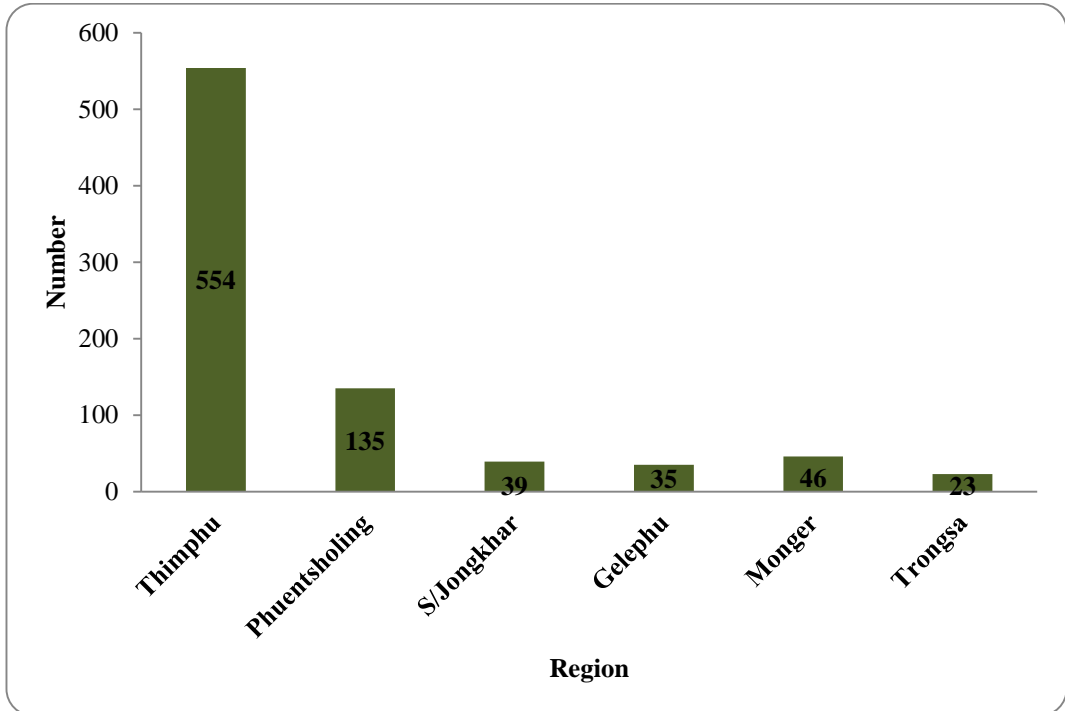
**Chart 1: Percentage distribution of establishments by sector, 2014**



The chart below illustrates the number of establishments covered in the Job Prospecting Survey 2014 by trade region. The survey covered 66.6% of establishments in Thimphu region followed by 16.2% in Phuentsholing region. Total of 916 major establishments were listed for the survey and the information were collected from 832 establishments.

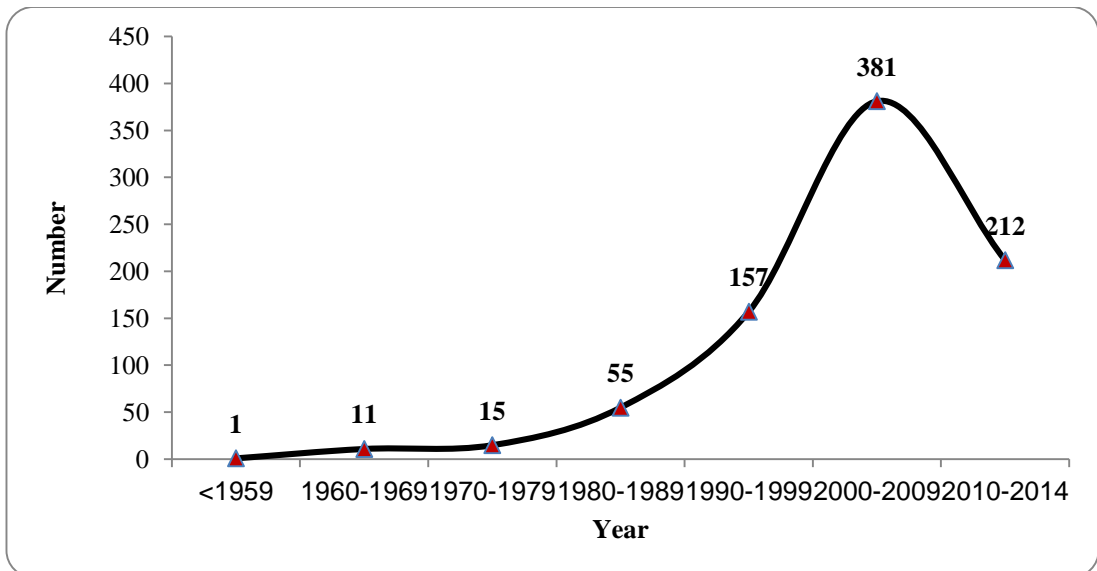


**Chart 2: Number of establishments by trade region, 2014**



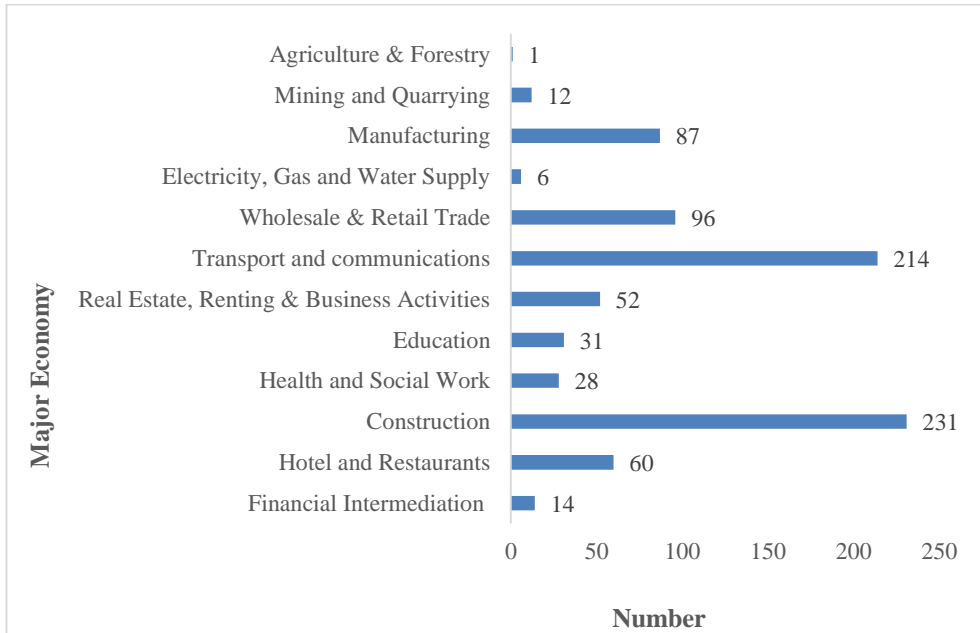
The chart below shows distribution of establishments by year of operation. The graph shows steady increase in number of establishment over the years.

**Chart 3: Distribution of establishments covered by year of operation, 2014**



The chart below illustrates number of establishments by major economy activities. The highest number of establishments (231) for the survey was covered in construction sector followed by 214 establishments in transport and communication sector (including tourism sector)

**Chart 4: Number of establishments by major economy, 2014**



Out of 832 establishments covered in the survey, 54.9% of establishments are in Thimphu Dzongkhag followed by 13.6% in Chukha Dzongkhag (mostly centered in phuentsholing town).

**Table 1: Number of establishments by Dzongkhag and percentage share, 2014**

<b>Dzongkhag</b>	<b>Number</b>	<b>Percentage share</b>
Bumthang	11	1.3
Chukha	113	13.6
Dagana	2	0.2
Haa	8	1.0
Lhuentse	4	0.5
Mongar	19	2.3
Paro	57	6.9
Pemagatshel	12	1.4
Punakha	15	1.8
Samdrup Jongkhar	23	2.8
Samtse	22	2.6
Sarpang	30	3.6
Thimphu	457	54.9
Trashigang	23	2.8
Trashiyangtse	4	0.5
Trongsa	6	0.7
Tsirang	3	0.4
Wangdue	17	2.0
Zhemgang	6	0.7
<b>Total</b>	<b>832</b>	<b>100.0</b>

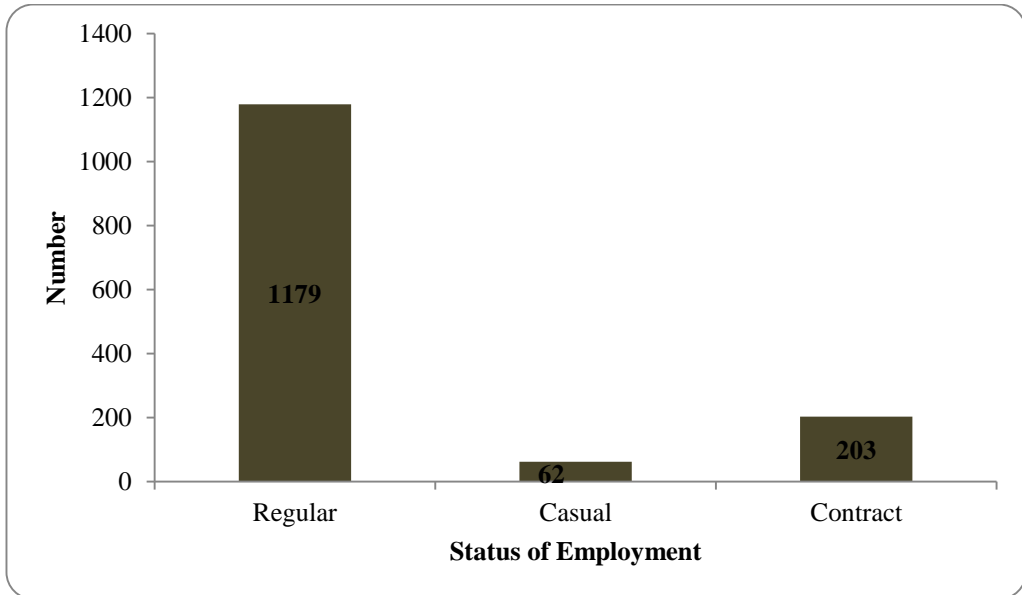
#### **E. Limitations:**

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.

#### **F. Human Resources Requirement**

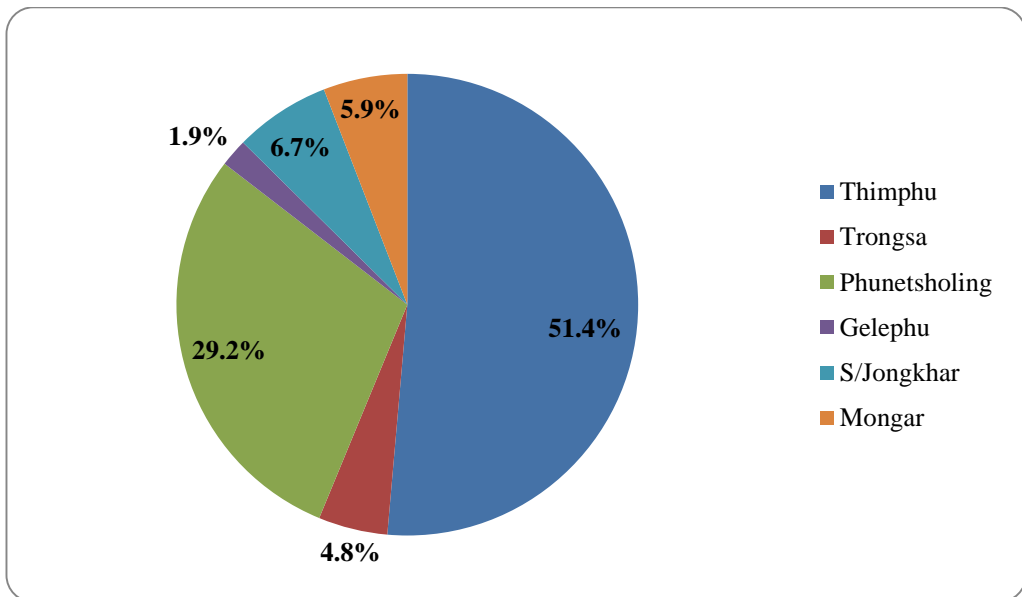
The chart below illustrates the human resource requirement in 2014 by employment status. When looked at the human resources requirement of the surveyed establishment, it shows 81.6% would be recruited as regular employee followed by 14.1% as contract and 4.3% as casual workers.

**Chart 5: Number of human resource requirements by status of employment, 2014**

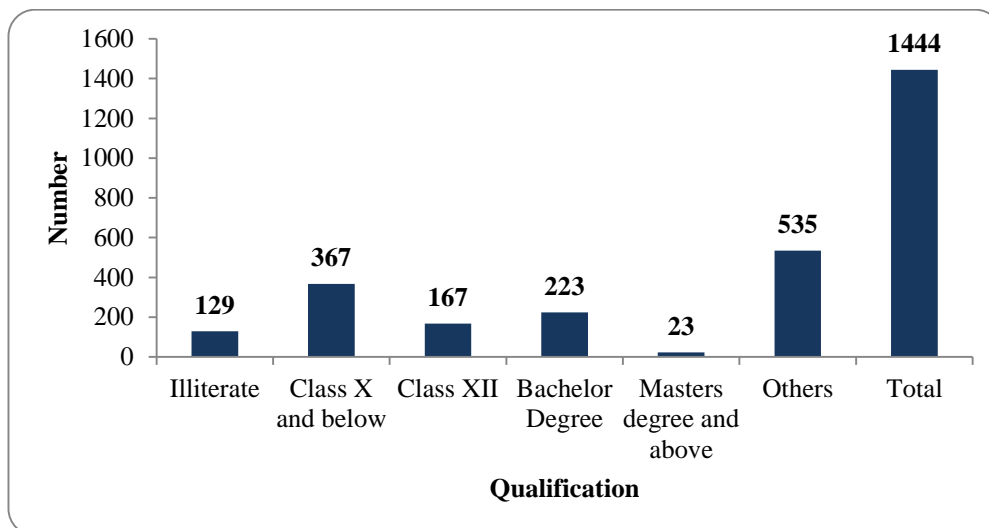


The below chart illustrates human resources requirement by trade region in 2014. Thimphu region demands 51.4% of the total human resources followed by 29.2% in Phunetsholing region.

**Chart 6: Percentage share of human resource requirement by trade region, 2014**



**Chart 7: Number of human resource requirement by qualification, 2014**



*Note: Others include those with training and experience or with specific skill requirements*

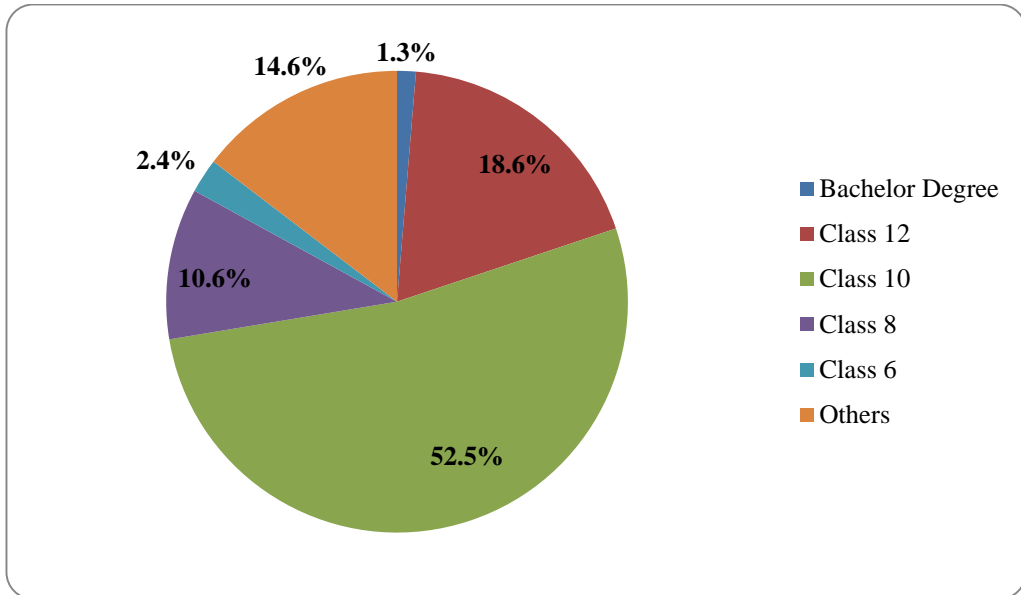
### G. Skills offered by training institutes

The table below shows top ten training course offered by training institutes in the country. Out of 2,755 slots, 49.9% intake capacity is offered in top ten courses.

**Table 2: Top ten training courses offered by training institutes, 2014**

Sl. No	Name of course	Intake Capacity
1	Driving Course	372
2	IT Course & Accounts Management	300
3	Certificate in Information Technology	219
4	Hardware & Networking	99
5	Office Management	72
6	Dzongkha Unicode	66
7	Diploma in Information Technology	65
8	Office Management with Computer Application	46
9	Cultural Guide Training	40
	Dzongkha Unicode Computer Operation	40
	Trekking & Guide Training	40
10	Computer Programming	35
<b>Total</b>		<b>1,394</b>

**Chart 8: Percentage distribution of qualification required to avail training courses offered by training institutes, 2014**



*Note: Others includes those qualification with open to all and qualification not specified*

The above pie chart displays percentage distribution of qualification required to avail training courses offered by training institutes in the country. A job seekers with the qualification of class 10 and above can avail 72.4% of the total training courses offered by the training institutes followed by 52.5% for class 10 alone and with class eight qualification can avail 10.6% and class six can avail 2.4% of the total training offered.

Chapter 1-Establishment Details

Table 1.0: Number of establishments by major economic activity by trade region, 2014

Major Economic Activity	Trade Region						Total
	Thimphu	Phuentsholing	Samdrup Jongkhar	Gelephu	Monger	Trongsa	
Agriculture and forestry	0	0	0	0	1	0	1
Mining and Quarrying	3	7	2	0	0	0	12
Manufacturing	21	50	8	3	2	3	87
Electricity, Gas and Water Supply	4	1	0	1	0	0	6
Wholesale & Retail Trade	50	26	5	12	3	0	96
Transport and Communications	210	3	0	1	0	0	214
Real estate, renting & business activities	44	6	2	0	0	0	52
Education	13	6	3	4	2	3	31
Health and Social Work	27	1	0	0	0	0	28
Construction	121	28	19	14	36	13	231
Hotel and Restaurants	47	7	0	0	2	4	60
Financial Intermediation	14	0	0	0	0	0	14
<b>Total</b>	<b>554</b>	<b>135</b>	<b>39</b>	<b>35</b>	<b>46</b>	<b>23</b>	<b>832</b>

**Table 1.1: Number of establishments by major economic activity and category of establishment, 2014**

Major Industry	Category of Establishment			Total
	Large	Medium	Small	
Agriculture and forestry	1	0	0	1
Mining and Quarrying	9	2	1	12
Manufacturing	24	39	24	87
Electricity, Gas and Water Supply	3	3	0	6
Wholesale & Retail Trade	13	35	48	96
Transport and Communications	17	58	139	214
Real estate, renting & business activities	8	16	28	52
Education	8	18	5	31
Health and Social Work	5	18	5	28
Construction	108	111	12	231
Hotel and Restaurants	16	41	3	60
Financial Intermediation	8	3	3	14
<b>Total</b>	<b>220</b>	<b>344</b>	<b>268</b>	<b>832</b>

**Table 1.2: Number of establishment by major economic activity and nationality of ownership, 2014**

Major Economy	Nationality of Ownership			Total
	Bhutanese	Foreigner	Both	
Agriculture and forestry	0	1	0	1
Mining and Quarrying	11	0	1	12
Manufacturing	85	0	2	87
Electricity, Gas and Water Supply	6	0	0	6
Wholesale & Retail Trade	96	0	0	96
Transport and Communications	213	1	0	214
Real estate, renting & business activities	51	0	1	52
Education	31	0	0	31
Health and Social Work	28	0	0	28
Construction	229	2	0	231
Hotel and Restaurants	53	1	6	60
Financial Intermediation	13	0	1	14
<b>Total</b>	<b>816</b>	<b>5</b>	<b>11</b>	<b>832</b>



**Table 1.3: Number of establishments by major economy activity and year of operation, 2014**

Major Economy	Year of Operation							Total
	<1959	1960-1969	1970-1979	1980-1989	1990-1999	2000-2009	2010-2014	
Agriculture and forestry	0	0	0	0	0	0	1	1
Mining and Quarrying	0	1	0	0	4	4	3	12
Manufacturing	0	2	4	12	11	42	16	87
Electricity, Gas and Water Supply	0	0	0	0	0	4	2	6
Wholesale & Retail Trade	0	2	4	4	17	48	21	96
Transport and Communications	0	1	0	12	25	114	62	214
Real estate, renting & business activities	0	0	0	0	4	30	18	52
Education	0	2	1	2	1	18	7	31
Health and Social Work	1	1	0	2	2	8	14	28
Construction	0	1	2	17	86	81	44	231
Hotel and Restaurants	0	0	3	3	6	28	20	60
Financial Intermediation	0	1	1	3	1	4	4	14
<b>Total</b>	<b>1</b>	<b>11</b>	<b>15</b>	<b>55</b>	<b>157</b>	<b>381</b>	<b>212</b>	<b>832</b>

**Table 1.4: surveyed establishment by sector and trade region, 2014**

Sector	Trade Region						Total
	Thimphu	Phuentsholing	Samdrup Jongkhar	Gelephu	Monger	Trongsa	
ICT	48	8	3	3	1	0	63
Manufacturing	19	54	7	3	2	3	88
Hydropower	6	1	0	1	0	1	9
Construction	120	29	19	14	36	11	229
Tourism	238	7	0	0	2	4	251
Automobile	24	16	4	12	1	0	57
Education	14	6	2	1	2	4	29
Finance	13	0	0	0	0	0	13
Others	72	14	4	1	2	0	93
<b>Total</b>	<b>554</b>	<b>135</b>	<b>39</b>	<b>35</b>	<b>46</b>	<b>23</b>	<b>832</b>

**Table 1.5: Number of establishments by sector and year of operation, 2014**

Sector	Year of Operation							Total
	<1959	1960-1969	1970-1979	1980-1989	1990-1999	2000-2009	2010-2014	
ICT	0	0	0	0	11	44	8	63
Manufacturing	0	2	3	12	11	43	17	88
Hydropower	0	0	0	1	0	5	3	9
Construction	0	2	2	16	87	78	44	229
Tourism	0	0	3	13	27	135	73	251
Automobile	0	1	1	3	8	28	16	57
Education	0	2	1	2	0	17	7	29
Finance	0	1	1	3	1	3	4	13
Others	1	3	4	5	12	28	40	93
<b>Total</b>	<b>1</b>	<b>11</b>	<b>15</b>	<b>55</b>	<b>157</b>	<b>381</b>	<b>212</b>	<b>832</b>

**Table 1.6: Number of establishments by sector and type of legal organization, 2014**

Sector	Type of legal organization						Total
	Individual Proprietorship	Partnership	Private Limited Company	Public Limited Company	Joint Venture	NGO	
ICT	51	2	9	1	0	0	63
Manufacturing	35	2	35	12	3	1	88
Hydropower	1	1	1	6	0	0	9
Construction	138	4	85	2	0	0	229
Tourism	208	21	13	3	6	0	251
Automobile	47	2	7	1	0	0	57
Education	17	1	2	9	0	0	29
Finance	0	0	3	9	1	0	13
Others	38	3	28	14	1	9	93
<b>Total</b>	<b>535</b>	<b>36</b>	<b>183</b>	<b>57</b>	<b>11</b>	<b>10</b>	<b>832</b>

**Table 1.7: Number of establishments by sector and nationality of ownership, 2014**

Sector	Nationality of ownership			Total
	Bhutanese	Foreigner	Both	
ICT	63	0	0	63
Manufacturing	85	0	3	88
Hydropower	9	0	0	9
Construction	227	2	0	229
Tourism	243	2	6	251
Automobile	57	0	0	57
Education	29	0	0	29
Finance	12	0	1	13
Others	91	1	1	93
<b>Total</b>	<b>816</b>	<b>5</b>	<b>11</b>	<b>832</b>

**Table 1.8: Number of establishments by sector and category of establishments, 2014**

Sector	Category of establishment			Total
	Large	Medium	Small	
ICT	7	17	39	63
Manufacturing	28	38	22	88
Hydropower	7	2	0	9
Construction	104	113	12	229
Tourism	27	91	133	251
Automobile	6	20	31	57
Education	10	19	0	29
Finance	8	3	2	13
Others	23	41	29	93
<b>Total</b>	<b>220</b>	<b>344</b>	<b>268</b>	<b>832</b>

**Table 1.9: Number of establishment by year of operation and trade region, 2014**

Year of operation	Trade region						Total
	Thimphu	Phuentsholing	Samdrup Jongkhar	Gelephu	Monger	Trongsa	
<1959	1	0	0	0	0	0	1
1960-1969	5	4	0	0	2	0	11
1970-1979	5	5	3	1	1	0	15
1980-1989	34	14	2	1	1	3	55
1990-1999	92	27	13	3	14	8	157
2000-2009	258	59	13	19	23	9	381
2010-2014	159	26	8	11	5	3	212
<b>Total</b>	<b>554</b>	<b>135</b>	<b>39</b>	<b>35</b>	<b>46</b>	<b>23</b>	<b>832</b>

**Table 1.10: Number of establishment by type of legal organization and year of operation, 2014**

Type of legal organization	Year of operation							Total
	<1959	1960-1969	1970-1979	1980-1989	1990-1999	2000-2009	2010-2014	
Individual Proprietorship	0	2	5	20	105	271	132	535
Partnership	0	0	1	3	6	12	14	36
Private Limited Company	0	2	4	24	41	64	48	183
Public Limited Company	1	7	5	6	4	22	12	57
Joint Venture	0	0	0	0	0	7	4	11
NGO	0	0	0	2	1	5	2	10
<b>Total</b>	<b>1</b>	<b>11</b>	<b>15</b>	<b>55</b>	<b>157</b>	<b>381</b>	<b>212</b>	<b>832</b>

**Table 1.11: Number of establishments by year of operation and nationality of ownership**

Year of operation	Nationality of ownership			Total
	Bhutanese	Foreigner	Both	
<1959	1	0	0	1
1960-1969	11	0	0	11
1970-1979	15	0	0	15
1980-1989	55	0	0	55
1990-1999	157	0	0	157
2000-2009	372	2	7	381
2010-2014	205	3	4	212
<b>Total</b>	<b>816</b>	<b>5</b>	<b>11</b>	<b>832</b>

**Table 1.12: Number of establishment by year of operation and category of establishment, 2014**

Year of operation	Category of establishment			Total
	Large	Medium	Small	
<1959	1	0	0	1
1960-1969	8	3	0	11
1970-1979	9	5	1	15
1980-1989	27	19	9	55
1990-1999	46	75	36	157
2000-2009	74	173	134	381
2010-2014	55	69	88	212
<b>Total</b>	<b>220</b>	<b>344</b>	<b>268</b>	<b>832</b>

**Table 1.13: Number of establishment by type of legal organization and nationality of ownership, 2014**

Type of legal organization	Nationality of ownership			Total
	Bhutanese	Foreigner	Both	
Individual Proprietorship	530	5	0	535
Partnership	36	0	0	36
Private Limited Company	183	0	0	183
Public Limited Company	57	0	0	57
Joint Venture	0	0	11	11
NGO	10	0	0	10
<b>Total</b>	<b>816</b>	<b>5</b>	<b>11</b>	<b>832</b>



**Table 1.14: Number of establishment by type of legal organization and trade region, 2014**

Type of legal organization	Trade region						Total
	Thimphu	Phuentsholing	Samdrup Jongkhar	Gelephu	Monger	Trongsa	
Individual Proprietorship	350	75	27	27	40	16	535
Partnership	27	4	1	1	1	2	36
Private Limited Company	122	44	7	4	4	2	183
Public Limited Company	37	9	4	3	1	3	57
Joint Venture	8	3	0	0	0	0	11
NGO	10	0	0	0	0	0	10
<b>Total</b>	<b>554</b>	<b>135</b>	<b>39</b>	<b>35</b>	<b>46</b>	<b>23</b>	<b>832</b>

**Table 1.15: Number of establishment by type of legal organization and category of establishment, 2014**

Type of legal organization	Category of establishment			Total
	Large	Medium	Small	
Individual Proprietorship	58	247	230	535
Partnership	4	15	17	36
Private Limited Company	100	65	18	183
Public Limited Company	48	7	2	57
Joint Venture	8	2	1	11
NGO	2	8	0	10
<b>Total</b>	<b>220</b>	<b>344</b>	<b>268</b>	<b>832</b>

**Table 1.16: Number of establishment by nationality of ownership and category of establishment, 2014**

Nationality of ownership	Category of establishment			Total
	Large	Medium	Small	
Bhutanese	209	340	267	816
Foreigner	3	2	0	5
Both	8	2	1	11
<b>Total</b>	<b>220</b>	<b>344</b>	<b>268</b>	<b>832</b>

**Table 1.17: Number of establishment by trade region and nationality of ownership, 2014**

Trade region	Nationality of ownership			Total
	Bhutanese	Foreigner	Both	
Thimphu	542	4	8	554
Phuentsholing	132	0	3	135
Samdrup Jongkhar	39	0	0	39
Gelephu	35	0	0	35
Monger	45	1	0	46
Trongsa	23	0	0	23
<b>Total</b>	<b>816</b>	<b>5</b>	<b>11</b>	<b>832</b>

**Table 1.18: Number of establishment by trade region and category of establishment, 2014**

Trade region	Category of establishment			Total
	Large	Medium	Small	
Thimphu	145	205	204	554
Phuentsholing	36	55	44	135
Samdrup Jongkhar	15	15	9	39
Gelephu	6	18	11	35
Monger	12	34	0	46
Trongsa	6	17	0	23
<b>Total</b>	<b>220</b>	<b>344</b>	<b>268</b>	<b>832</b>

Chapter 2- Human Resources Requirement, 2014

Table 2.0: Number of human resources requirements by major occupation by status of employment, 2014

Major Occupation	Status of employment			Total
	Regular	Casual	Contract	
Legislators, Senior Officials and Managers	23	30	1	54
Professionals	268	0	41	309
Technicians and Associate Professionals	149	10	40	199
Clerks	140	0	7	147
Service Workers and Market Sales Workers	55	0	7	62
Craft and Related Workers	188	0	73	261
Plant and Machine Operators and Assemblers	93	20	20	133
Elementary Occupations	263	2	14	279
<b>Total</b>	<b>1,179</b>	<b>62</b>	<b>203</b>	<b>1,444</b>

**Table 2.1: Number of human resources requirements by major economy and status of employment, 2014**

Major Economic Activity	Status of employment			Total
	Regular	Casual	Contract	
Mining & Quarrying	18	0	0	18
Manufacturing	215	52	43	310
Electricity Gas and Water Supply	10	0	0	10
Wholesale & Retail Trade	193	0	8	201
Transport & Communications	71	10	22	103
Real Estate Business Activities,	199	0	4	203
Education	62	0	1	63
Health & Social Work	36	0	5	41
Construction	245	0	106	351
Hotel & Accommodation	100	0	8	108
Financial Intermediation	30	0	6	36
<b>Total</b>	<b>1,179</b>	<b>62</b>	<b>203</b>	<b>1,444</b>

**Table 2.2: Number of human resource requirements by sector and status of employment, 2014**

Sector	Status of employment			Total
	Regular	Casual	Contract	
ICT	35	0	4	<b>39</b>
Manufacturing	231	52	43	<b>326</b>
Hydropower	6	0	15	<b>21</b>
Construction	250	0	91	<b>341</b>
Tourism	157	10	9	<b>176</b>
Automobile	160	0	5	<b>165</b>
Education	78	0	1	<b>79</b>
Finance	30	0	6	<b>36</b>
Others	232	0	29	<b>261</b>
<b>Total</b>	<b>1,179</b>	<b>62</b>	<b>203</b>	<b>1,444</b>

**Table 2.3: Number of human resource requirements by qualification and status of employment, 2014**

Qualification	Status of employment			Total
	Regular	Casual	Contract	
Illiterate	91	20	18	<b>129</b>
Class X and below	311	32	24	<b>367</b>
Class XII	152	10	5	<b>167</b>
Bachelor Degree	183	0	40	<b>223</b>
Master degree and above	22	0	1	<b>23</b>
Others	420	0	115	<b>535</b>
<b>Total</b>	<b>1,179</b>	<b>62</b>	<b>203</b>	<b>1,444</b>

*Note: Others include those with training and experience or with specific skill requirements*

**Table 2.4: Number of human resource requirements by category establishment and status of employment, 2014**

Category of establishment	Status of employment			Total
	Regular	Casual	Contract	
Large	374	30	132	536
Medium	586	32	58	676
Small	219	0	13	232
<b>Total</b>	<b>1,179</b>	<b>62</b>	<b>203</b>	<b>1,444</b>

**Table 2.5: Number of human resource requirements by trade region and status of employment, 2014**

Trade Region	Status of employment			Total
	Regular	Casual	Contract	
Thimphu	637	10	95	742
Trongsa	49	0	21	70
Phuentsholing	312	52	58	422
Gelephu	22	0	6	28
S/Jongkhar	90	0	7	97
Mongar	69	0	16	85
<b>Total</b>	<b>1,179</b>	<b>62</b>	<b>203</b>	<b>1,444</b>

### Chapter 3-Training

**Table 3.0: Number of courses offered by training institutes for Bachelor Degree, 2014**

Course	Number
Dzongkha Language Course	20
Call Agent	16
<b>Total</b>	<b>36</b>

**Table 3.1: Number of courses offered by training institutes for Class XII, 2014**

Course	Number
Cultural Guide Training	40
Trekking & Guide Training	40
Certificate in Information Technology	35
Graphic Design Course	30
Tally (Basic)	30
Accounting & Financial Management	25
Management Training	25
Office Management	22
Commercial Accounting	20
Certificate in CA & CAA	20
Management Training (Soft Skills)	20
AC NC (I,II.III)	18
CAANC(2)	18
Dzongkha Unicode	15
Accounting (Certificate)	15
Accounting (Business Course)	12
Diploma in Information Technology	10
Accounting	10
Certificate in Auto CAD	10
Certificate in Network Associates	10
Diploma in Financial Accounting	10
Diploma in Financial Management	10
Diploma in Hardware & Networking	10
Diploma in Commercial Accounting	10
Management (Store/Office)	10
Microsoft Certified Systems Engineer	10
Red Hat/Hardware	10
Hardware & Networking	5
Computer Programming	5
Tally with Commerce	5
<b>Total</b>	<b>510</b>

**Table 3.2: Number of courses offered by training institutes for Class X, 2014**

<b>Course</b>	<b>Number</b>
IT Course & Accounts Management	300
Certificate in Information Technology	118
Hardware & Networking	64
Diploma in Information Technology	55
Office Management	50
Dzongkha Unicode	36
Office Management with Computer Application	36
Dzongkha Unicode Computer Operation	30
Official Correspondence	30
Translation	30
Administration & Office Management	25
Administrative Professional Training	25
Database Management	25
Dzongkha Linux	25
Inventory Control & Store Management	25
Public Relations	25
Reporting on Women & Children	25
Tally 9 ERP	25
Office Management (Basic Course)	25
Carpentry	20
Investigative Journalism	20
Masonry	20
Training on New Media	20
Radio Presentation	17
Photoshop & Designing	15
Accounting (Advance Course)	15
Accounting (Diploma Course)	15
Computer Programming (Basic Course) - C, JAVA, HTM	15
Diploma in Financial Management	15
IT (Advance)	15
Plumbing	15
Tally	15
Tally (Advance Course)	15
Training on Trainees	15



Welding	15
Commercial Accounting	12
Accounting (Management Course)	12
Advance Diploma (Part 1)	12
Advance Course in Networking	10
Commercial Accounting with Tally ERP 9	10
Computer Management	10
Computer Programming (Advance Course)	10
Diploma in Computer Hardware & Network	10
Dzongkha Unicode Computer Operation	10
Hardware & Networking 10 (Certificate)	10
Marketing & Sales Management	10
National Certificate in Computer Application	10
National Certificate in Commercial Accountancy	10
Office Management (Advance Course)	10
Office Management with Computer Application	10
Office Procedure Automation	10
Tally ERP 9 (Certificate)	10
Communication skills (Voice of Accent)	8
Dzongkha Unicode Basic Skills of Letter Writing	8
Information Technology (Advance)	8
Certificate in Commercial Accounting with Tally	5
Hardware Training	1
Networking	1
Software Training	1
<b>Total</b>	<b>1,444</b>

**Table 3.3: Number of courses offered by training institutes for Class VIII, 2014**

Course	Number
Hardware & Networking	30
Photoshop & Designing	30
Computer Programming	30
2D Animation	30
3D Animation	30
Advance Course (Both Hair & Skin)	30
Basic Course in Hair	30
Basic Course in Skin Care	30
Comprehensive Communication	30
Security Basic Course	20
Electronic Technician	1
<b>Total</b>	<b>291</b>


**Table 3.4: Number of courses offered by training institutes for Class VI, 2014**

Course	Number
Certificate in Information Technology	36
Dzongkha Unicode	15
Dazhung Course	15
<b>Total</b>	<b>66</b>

**Table 3.5: Number of courses offered by training institutes for others, 2014**

Course	Number
Driving Course	372
Certificate in Information Technology	30
<b>Total</b>	<b>402</b>

**Annexure: Job Prospecting Survey 2014 questionnaire**

<b>CONFIDENTIAL</b>	
	Department of Employment Ministry of Labour & Human Resources Job Prospecting Survey 2014
<b>Disclaimer:</b> The Department would like to request all the respondents to kindly cooperate with our enumerators for this Job Prospecting Survey 2014. 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.	
DIRECTOR	
Name of the respondent:.....	
<b>Q.1 Establishment :</b>	
a. Name of the Establishment:.....	
b. Contact No:.....	
c. Location : Dzongkhag .....	
Town/Place .....	
d. Serial No. ....	
<b>Q.2 Nature of Main activity:</b> .....	
<b>Q. 2.1 Sector</b> <input type="checkbox"/> 1 ICT <input type="checkbox"/> 2 Manufacturing <input type="checkbox"/> 3 Hydropower <input type="checkbox"/> 4 Construction <input type="checkbox"/> 5 Tourism <input type="checkbox"/> 6 Automobile <input type="checkbox"/> 7 Education <input type="checkbox"/> 8 Finance <input type="checkbox"/> 9 Other, specify.....	
<b>Q.3 Year of operation started:</b> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<b>Q.4 Type of Legal organization:</b> <input type="checkbox"/> 1 Individual proprietorship <input type="checkbox"/> 2 Patnership <input type="checkbox"/> 3 Private Limited Company <input type="checkbox"/> 4 Public Limited Company <input type="checkbox"/> 5 Joint venture	
<b>Q.5 Nationality of ownership:</b> <input type="checkbox"/> 1 Bhutanese <input type="checkbox"/> 2 Foreigner <input type="checkbox"/> 3 Both	
<b>Q.6 Category of Establishment:</b> <input type="checkbox"/> 1 Large <input type="checkbox"/> 2 Meduim <input type="checkbox"/> 3 Small	
<b>Interview Status:</b>	
1 Complete <input type="checkbox"/>	
2 Incomplete <input type="checkbox"/> Reason.....	
Enumerator's name:..... Signature:..... Date:..... Supervisor's name:..... Signature:..... Date:.....	

## Job Prospecting Survey, 2014

<b>Q.11 Emerging skill needs (vacancies) in 2014</b>								
Sl. No.	Specific Occupation	For official use (Code)	Qualification (Enter code)	Slots	Employment Status			Month of Recruitment
					Regular	Casual	Contract	
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
<i>Note: Use additional sheets if required</i>								
<b>Codes for Qualification</b>								
00 - Illiterate								
01-12 (classes 1-12)								
15 - Bachelors degree								
20 - Masters degree and above								
22- Others, specify								

Job Prospecting Survey, 2014

Ask only to training providers					
Q.12 Training details offered by training institutes in 2014					
Sl.No	Course	Intake capacity	Qualification (Enter Code)	Duration	Date of Commencement
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					

## **GENESIS OF THE REPORT**

1. **Overall Management:**
  - Jamyang Galey, Director  
Department of Employment,  
Ministry of Labour Human Resources
  
2. **Questionnaire and Training Coordinator**
  - Phuentsho Yuden, Sr. Statistical Officer
  
3. **Sample Design**
  - Tandin Dorji, Sr. Statistical Officer
  - Geduen Wangdi, Research Officer
  
4. **Field Operation**
  - Tandin Dorji, Sr. Statistical Officer
  - Phuentsho Yuden, Sr. Statistical Officer
  - Geduen Wangdi, Research Officer
  - Dechen Dema, Research Officer
  
5. **Data Processing**
  - Dechen Dema, Research Officer
  
6. **Compilation of Report**
  - Phuentsho Yuden, Sr. Statistical Officer
  - Dechen Wangmo, Research Officer
  
7. **Administrative and Finance**
  - Geduen Wangdi, Research Officer