RMFPL/GAD/HR/01/2026/ 535 September 30, 2026

VACANCY RE-ANNOUNCEMENT

The RENEW Microfinance Private Limited (RMF) is pleased to announce the following vacancy for regular employment:

Designation	Placement	Slots	Pay Package	Eligibility Criteria
1.Senior HR Officer (General Administration Department (GAD)	Head Office	1	Gross: Nu. 56000	• Must have a minimum of bachelors degree in BBA/BCom majoring in HRM or related fields with a min. of 60% aggregate in degree. • Must have minimum of 5 years of relevant working experience in HR field.

Interested candidates fulfilling the above criteria may apply online through **The Gateway System** https://thegateway.bt/**.** All the applicants are required to create their profile on the gateway system and must submit the following mandatory documents on or before October 13, 2026 before 5 PM.

- Curriculum Vitae.
- Copy of bachelor's degree certificates and academic transcripts and academic transcripts of class X and XII.
- Copy of Citizenship ID Card.
- Valid Security Clearance Certificate.
- Job Experience Letter (years of service must be supported by experience letters)
- Valid Medical Fitness Certificate.
- Recommendation letters.

An application without any of the required documents specified above, whether in part or whole and not clearly scanned, shall be rejected without citing any reason.

Applicants must look out for the announcement of shortlisted list in the RMF website or the gateway https://thegateway.bt/ for the interview date, time and venue. RMF will not be responsible if any candidates do not appear for the interview on the announced dates.

Please contact HR unit +975 77123776 during office hours for any queries.

HR Officer, HRU.