

Sl. No.	Dept.	Grade	No. of Slot	Name of Post	Terms of Reference (TOR)
1	BD	S2	1	Professional Accountant (PA)	<ol style="list-style-type: none"> 1. Guidance and technical advice on accounting policies and effective implementation of BAS (IFRS). 2. Develop procedures, policies and methods of accounting in line with BAS 3. Update and train the department & other relevant departments/stakeholders on any new development in the standards (BAS/IFRS) and policies and submit the proposal to adopt the standard to the director for onward submission to the Board and management. 4. Provide technical advice to the management and other relevant departments in the area of accounting policies. 5. Guide junior officers in preparing financial statements in compliance to BAS/ IFRS. 6. Take the lead in providing system requirements in developing an accounting system. 7. Developing the Accounting policies for unique items in Central Bank's balance sheet. 8. Implementation of BAS 2020 in RMA. 9. Review the Current Accounting policy and Accounting Procedures.
		PS3	2	Accounts Officer	<ol style="list-style-type: none"> 1. Preparation and analysis of monthly financial statements & monthly MIS report 2. Accounting and operation for RGoB T-Bills and RGoB Bond. 3. Calculation and accounting of realization of sale of foreign assets 3. Accounting for Currency Trading, Government Foreign Currency Account and Monetary Gold. 4. Inspection of CRR & Sweeping accounts of the banks.
		PS4	2	Asst. Accounts Officer	<ol style="list-style-type: none"> 1. Record keeping and price determination of non-monetary gold and silver 2. Preparation and analysis of monthly BAS IFRS Financial Statement and MIS report 3. Accounting and reconciliation of Fund Managers' (PIMCO & Black Rock) investment 4. Inspection of CRR and sweeping accounts 5. Calculation of cost for commemorative items
2	DFE RM	S2	2	Specialist-Statisticians	<ol style="list-style-type: none"> 1. Collect, compile and process data on overall foreign exchange transactions (inflows & outflows) to be used for policy analysis; data interpretation; detecting data patterns and anomalies in data. 2. Build relevant framework and projection using statistical tools to identify issues and gaps related to foreign exchange transaction and to aid in decision making processes in carrying out prudent Reserve Management. 3. To effectively communicate findings of the Analysis and as well have the ability to present data in clear, simplistic and visual ways to Board and Management. 4. Be able to think critically about the data analysis and assist in diagnosing and recommendation of the gaps in the data. 5. Provide insight and guidance to work on data quality management framework of the Department;

				6. Review and recommend existing data reporting format on foreign exchange transactions from reporting entities.
	PS2	2	Senior Investment Officer	<ol style="list-style-type: none"> 1. Monitoring and reporting of Fund Managers 2. Planning and deployment of foreign currency reserve in line with Reserve Management policy 3. Compiling statistics: 4. Prepare annual foreign exchange and reserve report (RMA part) 5. Review and Amend Reserve Management Policy, Investment Guidelines & Manual 6. Correspondence and information sharing related to reserves to external agencies (MOF, BTF etc.) 7. Support DIT in the development/acquiring Treasury Management System 8. Monitoring commercial banks' foreign currency holding limits: 9. Computation and authorization of exchange rates for foreign currencies and holding rates 10. Monitoring and reporting on Fund Managers 11. Correspondence and information sharing related to reserves to external agencies (MOF, BTF etc.) 12. Undertaking of responsibilities related to MDPC and DFERM Strategy of DFERM
	PS3	1	Foreign Exchange Officer	<ol style="list-style-type: none"> 1. To review the following Foreign Exchange data from the reporting entities. <ul style="list-style-type: none"> • INR & Convertible Currency (CC) Receipts and Expenditure • Remittance data • INR & CC card data • Import license issued • Authorized Money Changer (AMC) data • INR & CC Cash released data. • List of the Foreign Currency (FC) account holders 2. Amend and revise the policy documents and issue directives to the general public and financial institutions on Foreign Exchange Rule and Regulations (FERR), Foreign Exchange Operational Guidelines (FEOG) 2020 and relevant clauses related the RMA under the Foreign Direct Investment (FDI) and External Commercials Borrowing (ECB); 3. Liaison with the International Monetary Fund (IMF) and its related Technical Assistance projects for strengthening the Central Banking accounts 4. Review and assist the department on the policy documents and issue directives to the individuals, entities, and financial institutions on the following: 5. Foreign Exchange Rules and Regulations 2020 6. Standard Operating Procedures 7. Authorized Money Changer's (AMCs) Memorandum of Instruction 8. Inward Remittance Rules and Regulations 9. Terms of Reference for Foreign Currency Accounts 10. Fit and Proper requirements for Money Value Transfer Services (MVTs) and AMCs

				11. Any other relevant clause related to foreign exchange transactions under the RMA such as FDI, ECB, DRC, MoEA (DoI and DoT).
	PS4	2	Assistant Investment Officer	<ol style="list-style-type: none"> 1. Monitor the investment portfolio and international foreign exchange market developments 2. Adherence to risk management policies with a focus on maintaining effective controls for Foreign Exchange (FX) trading and business processes 3. Coordinate with senior FX traders and accounting staff related to an investment portfolio 4. Compile or maintain daily/weekly/monthly FX trade records and compile statistics on the overall reserves 5. Assists and executes trades related to FX, commodities and others 6. Monitor daily investment/FX trading activity and propose the trades 7. Ensures all trades are recorded in the required format 8. Monitor the exposure limit/counterparty limits etc 9. Liaise with the external counterparties 10. Monitor commercial banks' foreign currency holding limits 11. Performs other related duties as assigned
		2	Assistant Foreign Exchange Officer	<ol style="list-style-type: none"> 1. To collect the following Foreign Exchange data from the reporting entities. <ul style="list-style-type: none"> • INR & Convertible Currency (CC) Receipts and Expenditure • Remittance data • INR & CC card data • Import license issued • Authorized Money Changer (AMC) data • INR & CC Cash released data. • List of the Foreign Currency (FC) account holders 2. Amend and revise the policy documents and issue directives to the general public and financial institutions on Foreign Exchange Rule and Regulations (FERR), Foreign Exchange Operational Guidelines (FEOG) 2020 and relevant clauses related the RMA under the Foreign Direct Investment (FDI) and External Commercial Borrowing (ECB); 3. Liaison with the International Monetary Fund (IMF) and its related Technical Assistance projects for strengthening the Central Banking accounts and Operation and Supervision <ul style="list-style-type: none"> • Assess, approve and maintain the list of the following: • Opening of foreign currency accounts in Bhutan • Opening of Nostro Account abroad 4. Issuing of Convertible currency balance confirmation to the Department of Industries for import from a third country. 5. Verification of the "Bills and Custom Declaration Form" of Bhutanese importers requiring extension after (6) months validity for making payments to India and Third countries; 6. Accesses and monitor External Commercial Borrowing transactions, Foreign Direct Investments

					<p>7. Responsible to communicate with RMA Regional offices and DAI on any audit issues.</p> <p>8. General correspondences with Commercial banks & Govt. Agencies related to foreign exchange issues</p> <p>9. Shall conduct the periodic supervision of the limits and documents required mentioned in the FEOG 2020</p>
3	DFRS	S2	1	Specialist (Banking Sector)	<ol style="list-style-type: none"> 1. Guide the Relationship Officers in the supervision of banks and lending institutions; 2. Guide the onsite inspection teams; 3. Identify risks in the banking sector and come up with measures/risk management practices to control/mitigate the risks; 4. Keeping Regulatory framework up-to-date with best international practices; 5. Handle problem banks (high NPL, Regulatory violations, liquidity issues); and 6. Ensure financial soundness of the banking sector.
		S2	1	Specialist (Insurance Sector)	<ol style="list-style-type: none"> 1. Insurance and reinsurance Sector Development; 2. Capacity Building; 3. Non-Bank Investment Policy; and 4. Actuarial pricing and solvency; Green Finance.
		PS2	4	Sr. Analyst	<ol style="list-style-type: none"> 1. Ensure data are collected from Financial Service Providers, cleansed and reported to experts/policymakers on a regular as well as on a need basis 2. Work closely with Data Analyst Expert in devising methodology, analyzing data, and presenting findings in the form of reports/dashboards/visualization to the management on a regular basis 3. Ensure the correctness of data reported by the Financial Service providers by using relevant data validation tools or through onsite visits 4. Assist in setting up processes/systems to automate data reporting and submission from the Financial Service Providers 5. Responding to any queries related to data 6. Act as a focal point between the institution and the RMA 7. Oversight on the safety and soundness of the financial institution including a review of their solvency position and their regulatory compliance status within the provisions of relevant statutes/regulations. 8. Approval or disapproval letters for dividends, products, branches, bonus shares, external auditors, etc. issued to the Financial Institutions; 9. Fit and proper test for the Board Directors and CEOs of Financial Institutions and Financial Service Providers assessed and submitted to the EC; 10. Onsite Inspection and provisioning verification 11. Off-Site surveillance: Off-site monitoring of financial institutions through returns, data etc. and preparing reviews, analysis of balance sheets preparation of reports.

				<p>12. Formulating supervisory policy consistent with the existing supervisory stance; Monitoring/ taking action with respect to financial institutions falling under the revised Prompt Corrective Action (PCA) framework.</p> <p>8. Any other or ad hoc task assigned by the management</p>
	PS3	2	Data Analyst	<p>1. Ensure data are collected from Financial Service Providers, cleansed and reported to experts/policymakers on a regular as well as on a need basis</p> <p>2. Work closely with Data Analyst Expert in devising methodology, analyzing data, and presenting findings in the form of reports/dashboards/visualization to the management on a regular basis</p> <p>3. Ensure the correctness of data reported by the Financial Service providers by using relevant data validation tools or through onsite visits</p> <p>4. Assist in setting up processes/systems to automate data reporting and submission from the Financial Service Providers</p> <p>5. Responding to any queries related to data</p>
	PS3	1	Legal Officer	<p>1. Assist the Department Head in management of legal matter of the Department</p> <p>2. Take instruction from the Department Head on day-to-day affairs of the Department</p> <p>3. Provide basic legal advisory on laws, regulation and policies to the Department/Division/Unit in consultation with the supervisor and other legal personnel of the Department or any law enforcing agencies of the Government.</p> <p>4. Assist the Department in drafting, reviewing and amending rules, regulations, by-laws and Acts based on the requirements submitted by the Department/Divisions/Units.</p> <p>5. Formulate and draft legal advisory opinion to be given to Department/Division/Units.</p> <p>6. Coordinate with the legal personnel of FIs, OAG, MOF, Judiciary, DRC and other law enforcing agencies of the Government.</p> <p>7. Represent RMA in the court of law/ statutory authority as and when advised by the supervisors</p> <p>8. Any other work as assigned by the Management and Division Head from time to time.</p>
	PS4	1	Assistant Legal Officer	<p>1. Assist the Department Head in management of legal matter of the Department</p> <p>2. Take instruction from the Department Head on day-to-day affairs of the Department</p> <p>3. Provide basic legal advisory on laws, regulation and policies to the Department/Division/Unit in consultation with the supervisor and other legal personnel of the Department or any law enforcing agencies of the Government.</p> <p>4. Assist the Department in drafting, reviewing and amending rules, regulations, by-laws and Acts based on the requirements submitted by the Department/Divisions/Units.</p> <p>5. Formulate and draft legal advisory opinion to be given to Department/Division/Units.</p>

					<p>6. Coordinate with the legal personnel of FIs, OAG, MOF, Judiciary, DRC and other law enforcing agencies of the Government.</p> <p>7. Represent RMA in the court of law/ statutory authority as and when advised by the supervisors</p> <p>8. Any other work as assigned by the Management and Division Head from time to time.</p>
			1	Assistant Analyst	<p>1. Act as a focal point between the institution and the RMA;</p> <p>2. Oversight on the safety and soundness of the financial institution including a review of their solvency position and their regulatory compliance status within the provisions of relevant statutes/regulations.</p> <p>3. Approval or disapproval letters for dividends, products, branches, bonus shares, external auditors, etc. issued to the Financial Institutions;</p> <p>4. Fit and proper test for the Board Directors and CEOs of Financial Institutions and Financial Service Providers assessed and submitted to the EC;</p> <p>5. Onsite Inspection and provisioning verification</p> <p>6. Off-Site surveillance: Off-site monitoring of financial institutions through returns, data etc. and preparing reviews, analysis of balance sheet and preparation of reports.</p> <p>7. Formulating supervisory policy consistent with the existing supervisory stance; Monitoring/ taking action with respect to financial institutions falling under the revised Prompt Corrective Action (PCA) framework.</p> <p>8. Any other or ad hoc task assigned by the management</p>
4	ROP	PS4	1	Assistant Analyst	<p>1. Act as a focal point between the institution and the RMA;</p> <p>2. Oversight on the safety and soundness of the financial institution including a review of their solvency position and their regulatory compliance status within the provisions of relevant statutes/regulations.</p> <p>3. Approval or disapproval letters for dividends, products, branches, bonus shares, external auditors, etc. issued to the Financial Institutions;</p> <p>4. Fit and proper test for the Board Directors and CEOs of Financial Institutions and Financial Service Providers assessed and submitted to the EC;</p> <p>5. Onsite Inspection and provisioning verification</p> <p>6. Off-Site surveillance: Off-site monitoring of financial institutions through returns, data etc. and preparing reviews, analysis of balance sheet and preparation of reports.</p> <p>7. Formulating supervisory policy consistent with the existing supervisory stance; Monitoring/ taking action with respect to financial institutions falling under the revised Prompt Corrective Action (PCA) framework.</p> <p>8. Any other or ad hoc task assigned by the management</p>
5	DIT	PS2	2	Senior ICT Officer	<p>Application & Development:</p> <p>1. Engaged in the design and development of software to provide quality, high-performance, user-friendly and data-rich application</p>

				<ol style="list-style-type: none"> 2. Ensure all the application systems are secure, user-friendly and interactive. 3. Uplift and enhance existing software applications to accommodate the changing business process. 4. Liaise effectively with developers and end users to translate the business requirements into technical specifications; 5. Coordinate, execute and monitor work within the team; 6. Coordinate with different departmental teams to develop project proposals; 7. Project management, development of project plans, and performance monitoring; 8. Work with system vendors and consultants; and 9. Participate in IT-related project review committees. 10. Provide technical and operational support for the software. 11. Solve the problem and innovate solutions on a daily basis <p>Cybersecurity:</p> <ol style="list-style-type: none"> 1. Design and implement cybersecurity policies and programs 2. Support FSPs in implementing data privacy, cybersecurity policies and initiatives 3. Provide Cyber forensic and incidence response 4. Ensure the security of the information processing systems implementing the international security standards; 5. Support, monitor and troubleshoot SWIFT, GIFT systems and end-point security; 6. Implement the security updates of the systems periodically; and 7. Collaborate with different stakeholders. 8. Provide support and troubleshoot organization network;
		PS3/ PS4	4	<p>ICT Officer/Asst . ICT Officer</p> <p>Systems and Innovation Officer: Payment System Innovation and Development</p> <ol style="list-style-type: none"> 1. Monitor, administrator and manage payment systems, database applications and network connectivity; 2. Initiate/support business continuity and recovery of critical information systems; 3. Collaborate with different stakeholders on payment system projects and programs; 4. Liaise with technology companies aimed at enhancing, developing and rolling out innovative payment products and solutions; and 5. Guide/support departments, banks and payment service providers on payment system issues and good practices. <p>ICT Officer (Data Architecture and Analytics):</p> <ol style="list-style-type: none"> 1. Will be responsible for detailed requirement analysis and assisting the Data Architect in carrying out detailed design of the data warehouse, reporting and analytics platform and the portals; 2. Will coordinate with reporting entities and consult them to arrive at the best suited methods for automated data exchange with RMA and also their needs with respect to data submission to RMA; 3. Will be responsible for successful completion of UAT and go-live of the entire system; 4. Will act as overall solution owner and ensure end-to-end system and data integration;

				<p>5. Will be responsible for understanding requirements and carrying out the detailed design of the data warehouse, reporting and analytics platform and portals;</p> <p>6. Will coordinate with reporting entities and consult them to arrive at the best-suited methods for automated data exchange with RMA and also their needs with respect to data submission to RMA;</p> <p>7. Will be responsible for successful completion of UAT and go-live of the entire system;</p> <p>8. Will work closely with the infrastructure architect to ensure that the system is performant and secure;</p> <p>9. Will be responsible for incorporating RMA’s data privacy and data protection guidelines into the overall system design;</p> <p>10. Build High-level technical design both for Streaming and batch processing systems;</p> <p>11. Design and build reusable components, frameworks and libraries at scale to support analytics data products;</p> <p>12. Perform POCs on new technology, and architecture patterns;</p> <p>13. Anticipate, identify and solve issues concerning data management to improve data quality in coordination with RMA's Data Owners and Data Stewards;</p> <p>14. Clean, prepare and optimize data at scale for ingestion and consumption;</p> <p>15. Drive the implementation of new data management projects and re-structure of the current data architecture;</p> <p>16. Implement complex automated workflows and routines using workflow scheduling tools;</p> <p>17. Build continuous integration, test-driven development and production deployment frameworks;</p> <p>18. Drive collaborative reviews of design, code, test plans and dataset implementation performed by other data engineers in support of maintaining data engineering standards;</p> <p>19. Analyze and profile data for the purpose of designing scalable solutions; and</p> <p>20. Troubleshoot complex data issues and perform root cause analysis to proactively resolve product and operational issues.</p> <p>Cybersecurity and Network Engineer:</p> <p>1. Design and implement cybersecurity policies and programs</p> <p>2. Support FSPs in implementing data privacy, cybersecurity policies and initiatives</p> <p>3. Provide Cyber forensic and incidence response</p> <p>4. Monitor and troubleshoot the organization network;</p> <p>5. Ensure the security of the information processing systems implementing the international security standards;</p> <p>6. Monitor SWIFT, GIFT systems and end-point security;</p> <p>7. Implement the security updates of the systems periodically; and</p> <p>8. Collaborate with different stakeholders.</p>	
6	DMR S	PS2	1	Sr. Statistician	<p>1. Guide for strengthening overall statistical work in RMA</p> <p>2. Assist in all data quality management activities to ensure data quality and integrity</p> <p>3. Guide and lead in conducting periodic or ad-hoc surveys in RMA</p> <p>4. Strengthening data management and statistical analysis in the organization</p>

					5. Assist in the implementation of ongoing data warehousing and analytics project such as data standardization and harmonization.
7	DPSS	PS4	2	Asst. Payment System Officer	<ol style="list-style-type: none"> 1. Ensuring the safe and smooth functioning of payment system infrastructures., 2. Setting the standards - applied by the competent authority responsible for oversight and preparing relevant legal frameworks and a methodology governing oversight. 3. Executing oversight, i.e., collecting and analyzing information in regular or Adhoc assessments, identifying any shortcomings in a system's functioning and subsequently providing the system operator with specific recommendations. 4. Cooperation with other competent authorities; and 5. Monitoring existing and planned systems, assessing them against the objectives and, where necessary, inducing change.
8	GO (CRS T)	PS4	1	Assistant ICT Officer	<ol style="list-style-type: none"> 1. The officer should have knowledge on JavaScript, JAVA, PHP and relevant Framework (Knowledge in framework - spring, spring boot and others); 2. Web development knowledge; 3. SQL: MySQL(required), Postgres and others; 4. Work with stakeholders throughout the organization to identify opportunities for leveraging company data to drive business solutions; 5. Optimize joint development efforts through appropriate database use and project designs; 6. Assess the effectiveness and accuracy of new data sources and data-gathering techniques; 7. Analyzing business requirements and liaising with the customers; 8. Modifying software to fix errors, adapt it to new hardware, improve its performance, or upgrade interfaces; 9. Designing, prototyping, implementing and testing of business ideas; 10. Ensuring that a product or system is user-friendly, completely functional, and delivers the user with the desired experience; and 11. Delivering creative and innovative ideas and designs for electronic publications, web-based applications, etc.14. Responsible for User-ID management and password management;
9	DAF	PS2	1	Sr. Accounts Officer	<ol style="list-style-type: none"> 1) Consolidation and Preparation of Annual Budget 2) Maintaining of Project Accounts 3) Bank Reconciliation of Administrative accounts 4) Petty cash accounting and management 5) Disbursement of monthly salaries 6) Handling all income tax related matter- TDS 7) Processing Foreign country payment 8) Assist in processing Actuarial valuation for Employee Gratuity & Leave Encashment

					<ul style="list-style-type: none">9) Management of SWF account10) Management and disbursement of Staff Vehicle Loan11) Management of Imprest Fund for Regional offices12) Verification and payment of bills13) Managing the Gratuity Fund account for employees14) Assist the statutory auditors and RAA for conducting audit15) Verification and disbursement of employee benefits and allowances (LTC, PBVA, LE, COLA, overtime allowances, etc;)16) Updating of Risk Register17) Drafting of Division SOP and Guidelines
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