



RMA RESEARCH & STATISTICS DEPARTMENT INTERNSHIP GUIDELINES

The Royal Monetary Authority of Bhutan is pleased to announce student internship opportunities in the Research and Statistics Department (RSD) for the year 2011 commencing April 2011.

This is an excellent opportunity for students to learn about issues related to Bhutan's macroeconomic environment and financial sector development, through group discussion and team work. Internships shall be offered after applications are reviewed in line with requirements and screening guidelines outlined below.

Internship Program Objectives

1. To provide a framework by which applicants from diverse academic backgrounds may be assigned to work with the RSD, where their educational experience can be enhanced through practical work assignments;
2. To educate interns on the functions and operations of Bhutan's Central Bank.

Terms and Conditions for Selected Intern (s)

- The period of internship will be from a minimum of one to a maximum of three months.
- Interns shall be assigned to one or several sections of the RSD depending on their qualification and the needs of the Department.
- The intern shall be expected to work full-time and to carry out the duties assigned to him/her during the term of their internship.
- The intern shall not be permitted to take leave during the period of the internship.
- The intern will be assigned a Supervisor who will be responsible for providing him/her with a description of duties and responsibilities and overseeing his/her work.
- The intern is not considered an Official or Staff Member of the RMA during the internship period.
- No allowance or salary will be paid during the internship period.
- Upon completion of the internship, the intern will be required to complete a Final Report on a pre-determined policy issue and describing what was achieved during the internship.
- Upon successful completion of the internship program, the intern will be awarded an official letter from the RMA.

Procedure for Application

1. All applications for internships should be submitted to the **Human Resource Manager, Administration & Finance Department, RMA**, P.O. Box 154, Thimphu or emailed to rsd@rma.org.bt with scanned copies of documents.

2. Application requirements (*originals to be produced in person later*):
 - (i) **A Letter of Interest** (*outlining the period for which the internship is requested and with contact information including telephone number and email address*).
 - (ii) **Statement of Purpose** for applying to the internship programme outlining (i) reasons for application, and (ii) what the intern hopes to achieve through the internship. (*Maximum 800 words*).
 - (iii) Copy of **Citizenship Identity Card**
 - (iv) **Photocopy of latest Academic transcripts**
3. Please note that applications without ALL of the above documents will not be entertained.
4. Shortlisted candidates may be contacted further by the RMA for more information and/or for an interview if necessary.