



~~~~~

**MID-CAREER CIVIL SERVANT'S SECONDMENT PROGRAM**  
**TO THE**  
**ROYAL MONETARY AUTHORITY OF BHUTAN**  
**2016**

~~~~~

**INFORMATION PACKET AND APPLICATION FORM**

## MID-CAREER CIVIL SERVANT'S SECONDMENT PROGRAM TO RMA

### A. GENERAL INFORMATION

**Post:** Research Fellow.

**Place of Posting:** Research and Statistics Department (RSD), Royal Monetary Authority of Bhutan. The Fellow will be supervised by and reportable to the Director of the RSD.

**Duration of Posting:** Two years from the date of formal appointment.

**Incentive Allowance:** An additional amount of up to fifty percent of the Fellow's current basic pay, in addition to all current pay and allowances will be paid by the RMA.

#### **Broad Terms of Reference:**

- Work with the Research and Statistics Department in conducting research and policy analysis in topical areas related to Bhutan's monetary policy and financial sector development, or in other areas that may be commissioned by the management of the RMA.
- Develop models and indicators using excel and statistical tools to inform decision-making in monetary and financial sector development policies.
- Mentor young researchers in the RMA in undertaking both quantitative and qualitative research and policy analysis.

#### **Qualifications and Experience:**

- Master's degree or PhD in economics, applied economics, finance or business studies. Suitable specializations include international economics, development economics, economic policy and econometrics.
- At least ten (10) years of active service.
- Knowledge and work experience in Bhutan's macroeconomic policy and related fields.
- Strong IT skills (proficient in the use of Microsoft excel and fairly good experience in using statistical tools)
- Ability to analyze data and information to inform policy decisions.

#### **Inter-personal and Work-related Skills:**

- Ability to work effectively with others.
- Willingness to learn and accept advice.
- Ability to take initiative and be proactive.
- Ability to prioritize and work with minimal supervision.

## **B. REQUIRED DOCUMENTS**

Please submit the following documents in a sealed envelope addressed to the “**HR Section, Royal Monetary Authority of Bhutan**”:

1. Application Form (Part D of this Information Packet) – duly completed and signed by the applicant; recommendation must be emailed to the RMA by the referee (See question 9 of Part D).
2. CV of the applicant.
3. Copy of the applicant’s master’s/doctoral degree certificate and grades/mark-sheets.
4. Relevant research papers and other publications authored or co-authored by the applicant, if any.
5. Clearance/NOC from the RCSC Secretariat.

## **C. TIMELINE FOR SELECTION PROCESS (\*)**

- |                                                                             |                                |
|-----------------------------------------------------------------------------|--------------------------------|
| 1. Last date for submission of application:                                 | 19 <sup>th</sup> August 2016   |
| 2. Email notification to short-listed candidates:                           | 29 <sup>th</sup> August 2016   |
| 3. Interview of short-listed candidates:                                    | 1 <sup>st</sup> September 2016 |
| 4. Email notification of firm or conditional offers to selected candidates: | 5 <sup>th</sup> September 2016 |
| 5. Acceptance of offer by selected candidate:                               | 8 <sup>th</sup> September 2016 |
| 6. Date of commencement of secondment:                                      | 1 <sup>st</sup> October 2016   |

***(\*) Change in dates if any, will be announced on the websites of the RCSC and the RMA.***

**D. APPLICATION FORM**

1. Name of Applicant:	
2. Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
3. Number of Years of Active Service as of 1 <sup>st</sup> October 2016:	
4. Current Designation, Grade and Work Address:	
5. Basic monthly salary as of 1 <sup>st</sup> October 2016:	
6. Email address:	
7. Mobile phone number:	
8. Please provide your responses to the following questions. Responses must be typed and printed on A4 paper in Times New Roman, font size 12.  i. Why are you interested to work for the RMA? (Please limit your response to half a page)  ii. Provide your views on any <b>one</b> policy measure/action that the RMA has taken during the last five years (Please limit your response to one page)  iii. Please describe one strength and one weakness of yours (Please limit your response to half a page)	
9. <b>Recommendation:</b>  Please ask your Referee to email his/her recommendation to <a href="mailto:secondment@rma.org.bt">secondment@rma.org.bt</a> before 5pm, 19 <sup>th</sup> August 2016. Recommendation must include the referee's relationship to you (supervisor, employer etc) as well as an honest assessment of your intellectual capabilities and inter-personal skills. Recommendations will be held in strict confidence.	
10. Please sign in the adjacent box to confirm that all information provided are true and that the responses to questions in SI#8 are your own.	

\*\*\*\*\*