



༄ ། རྒྱལ་གཞི་རྒྱུ་དངུལ་ལས་དབང་འཛིན།། ROYAL MONETARY AUTHORITY OF BHUTAN

Position Title	Assistant Financial Literacy and Inclusion Officer
Position Level	PS4
Function	Will support RMA by developing and implementing financial literacy programs, facilitating financial inclusion initiatives, and collaborating with stakeholders to enhance public understanding of financial products and services.
Location	RMA Head Office, Thimphu
Department/Office	Governor's Office
Employment type	Regular

Key Duties & Responsibilities

Financial Literacy Programs

1. Develop and implement **national financial literacy strategies** aligned with the RMA's financial inclusion framework.
2. Design and execute **public awareness campaigns, workshops, and training sessions** to educate individuals on personal finance, digital financial services, consumer rights, and responsible borrowing.
3. Create **educational materials, digital tools, and outreach programs** to support financial literacy at different levels, including schools, and underserved populations.
4. Conduct **train-the-trainer programs** to empower financial educators, community leaders, and financial institutions in promoting financial literacy.

Financial Inclusion Initiatives

1. Identify **barriers to financial inclusion** and propose policy recommendations to bridge gaps in access to financial services, particularly for marginalized communities.
2. Work with **financial service providers** to develop inclusive products and services that cater to unbanked and underbanked populations.
3. Promote **digital financial inclusion** by supporting the adoption of mobile banking, e-payments, and fintech solutions.
4. Monitor and evaluate **financial inclusion programs** to assess their impact and effectiveness.

Stakeholder Engagement & Policy Development

1. Collaborate with **government agencies, financial institutions, NGOs, and international organizations** to enhance financial education and inclusion efforts.
2. Support the development of **regulatory frameworks and policies** that foster financial literacy and inclusion.
3. Represent the RMA in **national and international forums** on financial literacy and inclusion.

Research & Impact Assessment

1. Conduct **surveys, studies, and impact assessments** to gauge financial literacy levels and financial inclusion progress.
2. Analyze trends, challenges, and best practices to inform **policy decisions and program improvements**.
3. Prepare **reports, policy briefs, and presentations** on financial literacy and inclusion



༄ || རྒྱལ་གཞུང་དངུལ་ལས་དབང་འཛིན། ||

ROYAL MONETARY AUTHORITY OF BHUTAN

initiatives for senior management and stakeholders.

<p>Qualification, experience, Knowledge, Skills, and Abilities:</p>	<p>Qualification Bachelor's degree in Business Administration, Commerce (<i>with Finance and Accounting</i>), or Economics.</p> <p>Knowledge, Skills, and Abilities:</p> <ul style="list-style-type: none"> • Strong understanding of financial inclusion principles and financial markets. • Experience in developing and implementing financial literacy programs, stakeholder engagement, and policy advocacy. • Excellent communication, presentation, and project management skills. • Proficiency in data analysis, impact assessment, and policy research is an advantage.
---	---