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Position Title	Communications & Media Officer
Position Level	PS3
Function	Oversee the RMA's implementation of both internal and external communication strategies. Manage external communication to ensure timely, accurate, and impactful dissemination of information.
Location	RMA Main Office, Thimphu
Department/Office	Governor's Office
Employment type	Regular

Key Duties & Responsibilities

1. Develop, implement, and oversee the RMA's communication strategy.
2. Advise Management on strategic media and public relations matters.
3. Serve as the primary point of contact for media inquiries.
4. Maintain and manage media relationships.
5. Draft press releases, media advisories, and other materials.
6. Produce content for web-based and audio-visual platforms.
7. Coordinate with departments to plan and execute public campaigns promoting RMA's roles, policies and initiatives.
8. Organize public consultations, webinars, and outreach programs.
9. Represent RMA at public events, press briefings, and meetings as required.
10. Oversee the production of annual reports, newsletters, and policy documents.
11. Ensure clarity, consistency, and accessibility across all RMA communication materials.
12. Write, edit, and distribute various types of public-facing contents.
13. Develop multimedia content including presentations, articles, visuals, factsheets, and stories for diverse audiences.
14. Collaborate with the IT team on website content management and audits.
15. Monitor and update management on media coverage related to RMA.
16. Cover and document RMA events and activities.
17. Liaise with international guests and serve as a communication focal point.
18. Manage RMA's social media channels.
19. Track and archive articles and media references related to RMA.
20. Strengthen internal communication platforms to enhance employee engagement and alignment with the Authority's mission.
21. Produce internal newsletter, bulletins, and organizational announcements.
22. undertake other responsibilities as delegated by the supervisor.

Qualification, experience, knowledge, Skills and Abilities	<p>Qualification Bachelor's degree (<i>Preferably in Media Studies, Mass Communications, Journalism, Digital Communications, Social Science, or English Literature</i>)</p> <p>Professional Experience Minimum of 5 years of progressive experience in media, communications, or public relations. Demonstrated experience in media relations and strategic</p>
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	<p>communication planning. Familiarity with Bhutan's financial and economic landscape is highly desirable.</p> <p>Knowledge Skills and Abilities:</p> <ul style="list-style-type: none">• Strong verbal and written communication skills in official working languages.• Excellent analytical, research abilities and deadline-management abilities.• Proficient interpersonal communication and negotiation skills.• Effective collaboration across departments at all levels.• Proficiency in Microsoft Office Suite.• Experience in digital publishing tools, CMS platforms, and social media management tools.• Basic proficiency in Photography, video editing, and graphic design (e.g Canva, Adobe Creative Suite).
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