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ROYAL MONETARY AUTHORITY OF BHUTAN

Position Title	Assistant Currency Officer
Position Level	PS4
Function	Ensure efficient and secure management of currency. Is responsible for coordinating the issuance, distribution, exchange and withdrawal of currency notes and coins
Location	RMA Main Office, Thimphu
Department/Office	Currency Management
Employment type	Regular

Responsibility and Accountability

1. Issue of currency notes and coins.
2. Arrange for the printing of notes and minting of coins.
3. Coordinate the printing of commemorative notes and coins.
4. Forecast the demand for currency notes and coins.
5. Ensure safe custody of stocks including notes, coins, bullion, and other valuables.
6. Oversee the supply of notes and coins to currency chests.
7. Provide exchange facilities for currency notes, coins and Indian Rupees.
8. Facilitate the exchange of mutilated, soiled, burnt currency notes.
9. Ensure an adequate supply of clean notes in circulation.
10. Manage withdrawal of currency notes from circulation.
11. Conduct examination, verification and destruction of notes.
12. Maintain foreign exchange backing for currency and coins in circulation.
13. Maintain accounts and compile the Department's balance sheet.

Qualification, experience,
Knowledge, Skills, and Abilities:

Qualification

Bachelor's degree in Economics, Finance, or Business Administration.

Knowledge, Skills, and Abilities:

- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office Suite.
- Sound knowledge of currency management principles, policies, and procedures.
- Familiarity with relevant laws and regulatory frameworks.