Terms of Reference

Position Title	Analyst (Data Management Division)
Position Level	PS3
Location	RMA Main Office, Thimphu
Department	Financial Intelligence Department
Employment type	Regular

Key Duties & Responsibilities

1. Build and maintain secure, scalable databases for storing and retrieving financial intelligence.
2. Ensure high data quality through cleansing, normalization, and validation.
3. Manage large volumes of structured and unstructured data efficiently.
4. Conduct empirical studies to assess the effectiveness of AML/CFT measures and publish policy papers.
5. Collaborate on the development of risk indicators and red-flag metrics.
6. Create dashboards and visual reports to present complex data insights to non-technical stakeholders.
7. Summarize findings for use in strategic reports, typology studies, or responses to international bodies like the FATF or Egmont Group.
8. Contribute to improving internal systems for monitoring and data analysis.
9. Extract and format data in support of financial intelligence, policy, and compliance assessments.
10. Conduct data integrity checks and validate submissions (e.g., STRs, CTRs, IFTRs) for completeness and consistency.
11. Maintain documentation of all system activities, user requests, and data retrievals.
12. Monitor automated detection of suspicious transactions by BFIAS and forward alerts to the Intelligence & Analysis Division.
13. Assist in preparing data and statistics for publications, risk assessments, and mutual evaluations.

| Qualification, experience, knowledge, Skills, and Abilities | **Qualification**
Bachelor's degree in Statistics/Data Science
Experience:
Minimum of 5 years of professional experience in relevant fields, with preferably in database management, data analysis, or research.

Knowledge, Skills, and Abilities:
• Proficiency in Microsoft Office tools, SQL, Python, R-Programming, and data visualization tools is an asset.
• Knowledge of data systems, databases, and cybersecurity principles.
• Experience in data extraction, transformation, and reporting.
• Strong analytical thinking and attention to detail.
• Ability to handle sensitive information securely and |

	professionally.
	• Strong written and verbal communication skills.
	• Good understanding of blockchain technology.