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ROYAL MONETARY AUTHORITY OF BHUTAN

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| Position Title | Senior Legal Officer |
| Position Level | PS2 |
| Function | The Senior Legal Officer will provide expert legal advice on central banking, financial regulations, and institutional compliance. He/She will play a key role in drafting and reviewing legal documents, supporting the development of regulatory frameworks, representing the RMA in legal matters, ensuring adherence to applicable laws and policies, and performing any other tasks assigned by Management. |
| Location | RMA Head Office, Thimphu |
| Department/Office | Legal Services Division, Governor's Office |
| Employment type | Regular |

Key Duties & Responsibilities

1. Provide legal opinions and advice on banking, financial, and regulatory matters.
2. Draft, review, and vet contracts, MoUs, regulations, guidelines, and other legal instruments.
3. Assist in the review and analysis of legal and regulatory issues, including
4. interpreting the Acts under the purview of RMA, its bylaws, and any other relevant laws.
5. Represent or assist the RMA in legal disputes, negotiations, and arbitration processes.
6. Provide support on legal and regulatory reforms related to the implementation of international standards and conventions, and facilitate the drafting and adoption of regulations, bylaws, and legislation.
7. Assist in setting departmental targets in alignment with RMAs overall strategic targets.
8. Prepare legal due diligence questionnaires and review/follow up with responses.
9. Conduct legal analysis and research on various legal matters; and
10. Perform other relevant tasks that may be assigned from time to time.
11. Provide training and awareness to RMA staff on relevant legal and regulatory topics.

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| Qualification, experience, knowledge, Skills and Attributes | <p>Qualification</p> <p>BA.LLB with PGDNL and Certified by Bar Council of Bhutan.</p> <p>Professional Experience</p> <p>Minimum of 10 years of relevant professional experience in legal practice, preferably in financial, regulatory, or public sector institutions. Experience in legislative drafting, regulatory compliance, or financial law will be an added advantage.</p> <p>Required Skills and Attributes:</p> <ul style="list-style-type: none"> • Strong technical knowledge of financial, banking, and regulatory laws with the ability to adapt to evolving legal environments. |
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| | <ul style="list-style-type: none">• Excellent written and verbal communication skills in both Dzongkha and English. Sound analytical skills to identify, evaluate, and mitigate legal risks.• Ability to synthesize complex legal information and provide timely, clear advice for decision-making.• Proactive, detail-oriented, and able to work independently and in a team.• Strong interpersonal skills to collaborate with internal departments and external stakeholders. |
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