



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

Terms of Reference

Position Title	Analyst
Position Level	PS3
Location	RMA Main Office, Thimphu
Department	Financial Intelligence Department
Employment type	Regular

Key Duties & Responsibilities

1. Assist in Coordinating specific projects such as NRA, SRA.
2. Draft and review AML/CFT policy papers, SOPs, and strategic documents.
3. Conduct legal and institutional gap analyses to align Bhutan's AML/CFT regime with international standards.
4. Coordinate stakeholder consultations for AML/CFT policy formulation and feedback.
5. Oversee inter-agency working groups and task forces.
6. Lead training and awareness initiatives with regard to AML/CFT at the national level.
7. Draft memorandum of understanding (MOUs – Domestic and International) and international cooperation agreements.
8. Monitor global AML/CFT trends and advise on their implications for national policy.
9. Contribute to the formulation and monitoring of the FID's strategic and annual work plans/MDPC & BMPC
10. Contribute to mutual evaluation preparation

Qualification,
experience,
knowledge, Skills,
and Abilities

Qualification

Bachelor's Degree in Law/Economics/BBA/BCom (*additional advantage for candidates having PGDPA & PGDNL*).

Experience

Minimum of 5 years of professional experience, preferably in policy and planning, legal services, or compliance and regulation.

Knowledge, Skills, and Abilities:

- Familiarity with FATF standards and national AML/CFT frameworks.
- Excellent analytical and legal drafting skills.
- Familiarity with FATF standards and national AML/CFT frameworks
- Strong stakeholder coordination, verbal and written communication skills.
- Strong project management and team leadership abilities.
- Familiarity with international cooperation frameworks.
- Excellent in Microsoft Office tools and databases
- Good understanding of blockchain technology.