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ROYAL MONETARY AUTHORITY OF BHUTAN

Position Title	Assistant Strategy & Planning Officer
Position Level	PS4
Function	To provide analytical, administrative, and coordination support for the preparation, implementation, and monitoring of the RMA's strategic and annual plans, ensuring alignment with institutional goals and national development priorities.
Location	RMA Main Office, Thimphu
Department/Office	Governor's Office
Employment type	Regular

Key Duties & Responsibilities

1. Assist in compiling inputs for the RMA's Strategic Plan, Annual Work Plan, and Departmental Plans.
2. Support communication with divisions to gather data and ensure timely submissions during planning and reporting cycles.
3. Help maintain a planning calendar and tracker for deliverables and deadlines.
4. Support the collection and organization of Key Performance Indicator (KPI) data from departments.
5. Assist in preparing basic performance summaries, charts, and dashboards.
6. Help track progress against milestones for organizational projects and goals.
7. Organize and maintain records of strategic documents, meeting minutes, reports, and presentations.
8. Ensure all planning-related materials are documented and archived in the designated format and system.
9. Assist in research and data compilation for institutional studies or strategic initiatives.
10. Help draft presentations, briefs, and internal memos under supervision.
11. Coordinate logistics for planning meetings, reviews, and strategy retreats.
12. Support preparation of meeting agendas, materials, and summary notes.
13. Undertake other responsibilities as delegated by the supervisor.

Qualification, experience, knowledge, Skills and Abilities

Qualification

Bachelor's degree in Economics, Public Administration, Business Management, Development Studies, or any related social science discipline.

Knowledge Skills and Abilities:

- Basic understating of strategic or results-based planning.
- Good skills in Microsoft Office
- Strong attention to detail and good organizational skills.
- Effective written and verbal communication.
- Willingness to learn and ability to work without supervision.