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ROYAL MONETARY AUTHORITY OF BHUTAN

Position Title	Human Resource Officer
Position Level	PS3
Function	To support the effective management of human capital through recruitment, employee relations, HR policy implementation, performance management, and capacity development initiatives, in alignment with RMA's strategic goals
Location	RMA Main Office, Thimphu
Department/Office	Department of Treasury and Corporate Services
Employment type	Regular

Key Duties & Responsibilities

1. Recruitment and Onboarding

- Coordinate end-to-end recruitment processes including vacancy announcements, shortlisting, assessments, interviews, and onboarding.
- Ensure compliance with RMA's service rules, HR policies, and fairness in hiring practices.
- Maintain recruitment documentation and staff requisition records.

2. Performance Management

- Administer the implementation of the performance appraisal system (*including probation review and annual appraisals*).
- Support departments in setting KPIs and reviewing performance outcomes.
- Compile performance data for HR reports and promotions.

3. Learning and Development

- Conduct training needs analysis and prepare annual capacity development plans.
- Coordinate in-house and external training, workshops, and leadership programs.
- Maintain training records and post-training evaluation reports.

4. Employee Relations and Welfare

- Assist in handling employee grievances, disciplinary matters, and staff counseling processes.
- Administer leave, medical, insurance, and welfare benefits as per HR regulations.
- Support the implementation of employee engagement and motivation initiatives.

5. HR Policy and Records Management

- Assist in the drafting, interpretation, and enforcement of HR-related policies, SOPs, and service rules.
- Maintain and update employee records in both physical and HRMS formats.
- Ensure accuracy in documentation of appointments, promotions, separations, etc.

6. HR Analytics and Reporting

- Prepare HR reports for management and external audits (*manpower trends, turnover, diversity, etc.*).
- Support data analysis for workforce planning, budgeting, and strategic HR decisions.



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<p>Qualification, experience, knowledge, Skills and Abilities</p>	<p>Qualification</p> <p>Bachelor's degree in Human Resource Management, Public Administration, Business Administration, or a relevant Social Science discipline.</p> <p>Professional Experience</p> <p>Minimum of 5 years of relevant work experience in HR management, preferably in the public sector, regulatory body, or financial institution.</p> <p>Knowledge Skills and Abilities:</p> <ul style="list-style-type: none"> • Knowledge of HR regulations, labor laws, and public service norms. • Strong communication and interpersonal skills. • Excellent organizational and time management abilities. • Familiarity with HR Information Systems (<i>HRIS/HRMS</i>). • Analytical mindset with attention to detail. • Discretion and professionalism in handling confidential matters.
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