



# འབྲུག་གཞུང་དངུལ་ལས་དབང་འཛིན། ROYAL MONETARY AUTHORITY OF BHUTAN

<b>Position Title</b>	Support Staff
<b>Position Level</b>	SS8
<b>Location</b>	RMA Main Office, Thimphu
<b>Department</b>	Department of Financial Supervision and Regulations
<b>Employment type</b>	Regular

## Key Roles & Responsibilities

### Administrative Support

1. Manage incoming and outgoing correspondence (letters, emails, memos) and ensure timely delivery to relevant officers.
2. Maintain and update department files, records, and databases (physical and digital).
3. Assist in organizing and documenting internal meetings, workshops, and external engagements.
4. Assist in handling printing, photocopying, scanning, and document preparation tasks.

### Internal Coordination

1. Provide logistical support for stakeholder consultations, training sessions, and other official events.
2. Coordinate with internal departments and external agencies for meeting arrangements, travel bookings, and accommodation when required.
3. Ensure the availability of stationery, office supplies, and equipment for the department.
4. Provide front-desk support during official visits or inspections when necessary.

### Data Entry and Record-Keeping

1. Enter, update, and verify data from regulated entities (e.g., submission logs, compliance follow-ups).
2. Maintain contact directories of financial institutions, supervisors, and other stakeholders.
3. Support in compiling reports, dashboards, and document formatting.

<b>Qualification, experience, knowledge, Skills and Abilities</b>	<p><b>Qualification</b> Diploma in IT/ Accounts/ Office Management</p> <p><b>Knowledge and Skills and Abilities:</b></p> <ul style="list-style-type: none"> <li>• Proficiency in Microsoft Office (Word, Excel, PowerPoint) and email communication.</li> <li>• Strong organizational skills and attention to detail.</li> <li>• Good communication skills in Dzongkha and English (verbal and written).</li> </ul>
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**ROYAL MONETARY AUTHORITY OF BHUTAN**

	<ul style="list-style-type: none"><li>• Punctual, reliable, and professional in conduct and appearance.</li><li>• Ability to maintain confidentiality and work as part of a team.</li></ul>
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