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**ROYAL MONETARY AUTHORITY OF BHUTAN**

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| <b>Position Title</b>    | <b>Foreign Exchange Officer</b>  |
| <b>Position Level</b>    | PS3  |
| <b>Function</b>          | To support the bank's foreign exchange operations by monitoring, executing, and reporting foreign exchange transactions. |
| <b>Location</b>          | RMA Main Office, Thimphu   |
| <b>Department/Office</b> | Department of Foreign Exchange & Reserve Management  |
| <b>Employment type</b>   | Regular  |

**Responsibility and Accountability**

1. Ensure the implementation of the rules, regulations, and reporting requirements related to foreign exchange operations.
2. Execute approved foreign exchange transactions accurately and in compliance with policies.
3. Monitor daily foreign exchange market movements and report key developments
4. Liaise with internal departments, authorized banks and all other relevant stakeholders to ensure smooth settlement of foreign exchange trades.
5. Verify the accuracy of foreign exchange data received from counterparties and banks.
6. Maintain transaction records and prepare periodic foreign exchange position and exposure reports.
7. Support the implementation of foreign exchange strategies
8. Ensure adherence to internal controls, risk management, and regulatory requirements in foreign exchange operations.
9. Any other work assigned

Qualification, experience, knowledge, Skills and Abilities

**Qualification**

Bachelor's degree in Business Administration, Commerce (*with Finance and Accounting*), or Economics.

**Professional Experience**

Minimum of 5 years of relevant professional experience in finance/accounting.

**Skills and Competencies**

- Knowledge on Macroeconomic fundamentals and knowledge on capital markets
- Policy analysis skills



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|  | <ul style="list-style-type: none"><li>• Understanding on Foreign Exchange Markets</li><li>• Familiarity with market analysis tools, exchange rate risk, and hedging techniques.</li><li>• Data Analytical skills (Spreadsheet) and knowledge on financial markets investments</li><li>• Excellent Communication skills</li><li>• Creativity and Innovative thinking</li></ul> |
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