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Position Title	Investment Officer
Position Level	PS3
Function	To manage and report on the investment portfolio to ensure prudent returns and compliance.
Location	RMA Main Office, Thimphu
Department/Office	Department of Foreign Exchange & Reserve Management
Employment type	Regular

Responsibility and Accountability
<ol style="list-style-type: none"> 1. Monitor the central bank's investment portfolio for compliance with risk limits, exposure thresholds, and investment guidelines. 2. Verify and reconcile trade data received from Front Office and custodians to ensure accuracy. 3. Analyze portfolio performance against benchmarks and prepare periodic performance reports. 4. Support risk assessment by analyzing market, credit, and liquidity risks in the portfolio. 5. Prepare daily and periodic reports on positions, valuations, and risk metrics for management. 6. Assist in stress testing, scenario analysis, and other risk management exercises. 7. Liaise with Front Office, Back Office, and custodians to ensure smooth settlement and accurate record-keeping. 8. Ensure adherence to internal controls, regulatory standards, and reporting requirements. 9. Any other work assigned

Qualification, experience, knowledge, Skills and Abilities	<p>Qualification</p> <p>Bachelor's degree in Business Administration, Commerce (with <i>Finance and Accounting</i>)</p> <p>Professional Experience</p> <p>At least 5 years of experience working in Finance and Accounts related fields. Preference will be given to applicants with investment related experience.</p> <p>Skills and Competencies</p>
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	<ul style="list-style-type: none">• Data Analytical skills (Spreadsheet) and knowledge on financial markets investments• Knowledge on risk management• Knowledge on Financial instruments• Familiarity with market analysis tools, exchange rate risk, and hedging techniques.• Knowledge of balance of payments, reserves management, and foreign exchange transaction processes.
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