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**MID-CAREER SECONDMENT PROGRAM**  
**TO THE**  
**ROYAL MONETARY AUTHORITY OF BHUTAN**  
**2016**

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**REVISED INFORMATION PACKET AND APPLICATION FORM**

## MID-CAREER SECONDMENT PROGRAM TO RMA

### A. GENERAL INFORMATION

**Post:** Research Fellow.

**Place of Posting:** Research and Statistics Department (RSD), Royal Monetary Authority of Bhutan. The Fellow will be supervised by and reportable to the Director of the RSD.

**Duration of Posting:** Two years from the date of appointment.

**Incentives:** An additional amount of up to fifty percent of the Fellow's current basic pay, in addition to all current pay and allowances will be paid by the RMA. The RMA shall also protect the Applicants' current grade and other entitlements received from his/her parent organization.

#### **Broad Terms of Reference:**

- Work with the Research and Statistics Department in conducting research and policy analysis in topical areas related to Bhutan's macroeconomic policy and financial sector development, or in other areas that may be commissioned by the management of the RMA.

#### **Qualifications and Experience:**

- Master's degree in economics, finance or business studies.
- At least seven (7) years of active service.
- Strong IT skills (proficient in the use of Microsoft excel and fairly good experience in using statistical tools)
- Ability to analyze data and information to inform policy decisions.

#### **Inter-personal and Work-related Skills:**

- Ability to work effectively with others.
- Willingness to learn and accept advice.
- Ability to take initiative and be proactive.
- Ability to prioritize and work with minimal supervision.

### B. REQUIRED DOCUMENTS

Please submit the following documents in a sealed envelope addressed to the "**HR Section, Royal Monetary Authority of Bhutan**":

1. Application Form (Part D of this Information Packet) – duly completed and signed by the applicant.
2. CV of the applicant.
3. Copy of the applicant’s master’s certificate and grades/mark-sheets.
4. Relevant research papers and other publications authored or co-authored by the applicant, if any.
5. Clearance/NOC from the Parent agency.

**C. TIMELINE FOR SELECTION PROCESS (\*)**

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|---|---------------------------|
| 1. Last date for submission of application:                                 | 12 <sup>th</sup> Dec 2016 |
| 2. Email notification to short-listed candidates:                           | 19 <sup>th</sup> Dec 2016 |
| 3. Interview of short-listed candidates:                                    | 23 <sup>rd</sup> Dec 2016 |
| 4. Email notification of firm or conditional offers to selected candidates: | 27 <sup>th</sup> Dec 2016 |
| 5. Acceptance of offer by selected candidate:                               | 30 <sup>th</sup> Dec 2016 |
| 6. Date of commencement of secondment:                                      | 03 <sup>rd</sup> Jan 2017 |

*(\*) Change in dates if any, will be announced at the RCSC and RMA websites.*

**D. APPLICATION FORM**

1. Name of Applicant:	
2. Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female
3. Number of Years of Active Service as of 31 <sup>st</sup> Dec 2016:	
4. Current Designation, Grade and Work Address:	
5. Basic monthly salary as of 31 <sup>st</sup> Dec 2016:	
6. Email address:	
7. Mobile phone number:	
8. Please provide your responses to the following questions. Responses must be typed and printed on A4 paper in Times New Roman, font size 12.  i. Why are you interested to work for the RMA? (Please limit your response to half a page)  ii. Please describe one strength and one weakness of yours (Please limit your response to half a page)	
9. Please sign in the adjacent box to confirm that all information provided are true and that the responses to questions in SI#8 are your own.	

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