

Terms of Reference

Position Title: Assistant Business Analyst

Service Type and position level: Consolidated contract (P5B)

Contract duration: 12 months with possibility of extension

Vacancy: 1 slot

Duty Station: Economic Stimulus Programme Secretariat, (ESP) Thimphu

The Office of the Cabinet Affairs and Strategic Coordination (OCASC) is seeking qualified and highly motivated Bhutanese individuals to join our Economic Stimulus Programme (ESP) Secretariat. This position offers a unique opportunity to contribute to the implementation of various socio-economic development projects.

The main responsibility of the Assistant Business Analyst shall be to ensure rigorous coordination, monitoring and timely reporting on the status of implementation of the ESP initiatives. The Assistant Business Analyst will work under the direct supervision of the Head of the ESP Secretariat.

Key responsibilities:

- Analyze business and financial data and develop financial models to support project implementation.
- Collecting and organizing financial and business data to identify trends, patterns, and insights.
- Monitor and evaluate the economic impact of stimulus projects.
- Monitor and review the progress of the implementation of the ESP projects in close coordination with implementing agencies, local governments.
- Coordinate with implementing agencies and stakeholders for effective implementation of the projects.
- Report on constraints, issues, or bottlenecks that would impede the smooth implementation of projects.
- Ensure follow-up on project fund disbursement, incorporation and release.



- Keep track of financial progress in close coordination with the Ministry of Finance.
- Coordinate all Project Coordination meetings.
- Keep record of discussions of all meetings and follow up on the decisions.
- Other additional administrative responsibilities and assignments when required.
- Coordinate and visit project sites, where necessary.
- Must be willing and prepared to work overtime and on weekends/public holidays when required.

Qualifications:

- Bachelor's degree.
- Candidates must have a Mathematics background and secure a minimum of **50% marks in Mathematics in both Class X and Class XII examinations.**
- Should have excellent written and verbal communication skills in Dzongkha and English.
- Strong analytical and quantitative skills, with proficiency in statistical software.
- Ability to work independently and as part of a team in a fast-paced environment.

Experience

No experience required. However, some level of prior experience in project monitoring and coordination would be an advantage.

Remuneration

Salary shall be pegged to the position level equivalent to civil servants at P5B.

Contract extension and renewal

The contract will be reviewed on an annual basis and extended depending on the performance and conduct of the contract staff.

