



དངལ་ཚན་འབྲུག་གཞུང་།  
ལྷན་ཁྲིམས་གཞུང་ཚོགས་ཡིག་ཚོང་།

**ROYAL GOVERNMENT OF BHUTAN**  
**ESP Secretariat**  
**Cabinet Secretariat**  
**Gyalong Tshogkhang**  
**Thimphu : Bhutan**

## **Terms of reference**

Position: Business Analyst

Service Type: Regular Contract

### **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.
- Prepare periodic progress reports and presentations to the management and stakeholders.
- Coordinate with implementing agencies and stakeholders to ensure effective project execution.
- Undertake additional supervisory and administrative responsibilities and assignments when required.
- Professionals or staff on contract must be willing and prepared to work overtime and on weekends/public holidays.

### **Qualifications:**

- Master's degree in Finance, Economics, Business Administration, or a related field with a minimum of 3 years of experience in financial or business analysis or related roles.
- Bachelor's degree in Finance, Economics, Business Administration, or a related field with a minimum of 5 years of experience in financial or business analysis or related roles.



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- Strong analytical and problem-solving skills.
- Proficiency in business or financial modeling and data analysis tools.
- Past experiences in the area of finance or business management would be an advantage.
- Excellent communication and presentation skills.

### **Remuneration**

1. The Position level and pay structure will be determined based on the experience and number of years served in the previous organization (s).
2. The contract will be reviewed on an annual basis and extended depending on the performance and conduct of the contract staff.