Terms of Reference
Research Officer

Position: Research Officer
Grade: P2
Place of Employment: FITI, Changeney, Thimphu
Employment Type: Regular

Terms of Reference:

Position	Slot	Qualification & Professional Experience	Minimum Work Experience	Salary
Research Officer		• Minimum of Bachelor's Degree from a recognized university. • Candidate with Master's Degree in relevant field shall be given preference. • Excellent research and analytical skills in both qualitative and quantitative research. • Highly proficient in using research tools. • Subject knowledge in Finance, Accounts or Economic. • Proven ability to research and prepare reports.	5 years as a Research Officer	Nu.38,590 - 965 - 52,482

Note:

- An employee shall be recruited on probation for a duration of six months.
- Other benefits & allowance shall be as per FITI Service Rules, 2015.

Major Roles and Responsibilities (Research).

- Prepared long term strategic plan based on institution's goal and aspiration.
- Perform supervisor and professional work in the field of research management and coordination pertaining research project.
- Conceptualize and design research projects of subjects related to financial institutions.
- Provide research guidance and implement research projects in conjunction with other professional.
- Coordinate, supervise and provide technical guidance on research projects.
- Prepared and implement guidelines concerning research mythology, analysis and evaluation of research programs.
- Be a part of high caliber research and development team to ensure effective linkage with others agencies.
- Forster linkage with other research center and institutions.

- Initiate research activities that would lead to development of new courses, evaluate and update existing courses, and ensuring quality check thus meeting the institute standards.
- Determine and define types of research and consultancy to contribute meaningfully towards professional development of the financial sector.
- Initiate and carryout research in curriculum and training development.
- Conduct periodic surveys to gauge the perceptions of the stakeholders that may have bearing and influence on the Institute's role/activities.
- Undertake researches regularly in the area of banking, insurance and other related financial services to facilitate program/training development.
- Carry out research and produce publications in line with the Institute's vision.
- Lead and initiate to provide research and consultancy services to the stakeholders and generate income.
- Develop research skill and promote research culture by building inhouse capacity.

General Responsibilities

- Lead research division and administer the division's daily programs and activities.
- Conduct training and facilitate workshops, seminars and conferences.
- Participate in faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside division.
- Collaborate with relevant division and contribute to the development, planning and implementation of a high quality curriculum and trainings.
- Provide research based advisory services to the financial Institutions.
- Encourage research and consultancy that values expertise.
- Facilitate, create and implement strategies that enhance efficiency.
- Carry out any other duties assigned by the Management.

Consulting Services

- Provide professional services for financial institutions and other stakeholders.
- Provide evidence based solutions to specific challenges and situations.
- Validate ideas which have been already created in the organization.
- Analyze, diagnose and recommend solution for any challenges.
- Build network with financial institutions & stakeholders for research and consultancy.

Mandatory document to be submitted

1. Cover letter addressed to the Chief Executive Officer, FITI.
2. Copy of latest updated Resume/Curriculum Vitae (CV).
3. Duly filled FITI Job Application Form (available on FITI website).
4. Medical Certificate duly signed by a competent medical officer.
5. Initial appointment order and certificate/proof of work experience in research.
6. Copy of academic transcripts and certificates (Class XII, Degree and higher education).
7. Copy of Citizenship Identity Card.
8. Copy of valid Security Clearance Certificate
9. Audit clearance if employed.
10. No Objection Certificate/letter from the present employer if selected
11. Any other relevant documents and certificate