

Terms of Reference (ToR)-Assistant Research Officer

Position	: Assistant Research Officer (Entry Level)
Place of Employment	: FITI, Thimphu
Type of Appointment Employment	: Full-time, Regular
Report To	: Head of the Division, Research Division

Position	Slot	Qualification & Experience	Salary
Assistant Research Officer	1	• Bachelor's degree in Data Science, Statistics or allied academic background.	Nu.41,538-1,038-58,692

Note:

- An employee shall be recruited on probation for six months.
- Other benefits & allowances shall be as per the FITI Service Rules, 2015.

1. Background and Context

Financial Institutions Training Institute is an autonomous apex institution established under the Companies Act of the Kingdom of Bhutan, 2000. Its primary mandate is to enhance the human resource capacity of the financial sector through specialised training and development programmes. Additionally, FITI is entrusted with conducting research and providing consultancy services to Financial Service Providers (FSPs) and other relevant stakeholders, supporting them in making well-informed decisions. To support this mission, the organisation seeks to recruit a Researcher to assist in conducting research, analyzing data, preparing reports, and supporting ongoing projects and policy reviews.

2. Objective of the Assignment

The objective of this position is to strengthen the research and analytical capacity of the institution by providing technical and analytical support in collecting, managing, analysing, and interpreting data to inform strategies, training, policy, and programmes.

3. Scope of Work / Duties and Responsibilities

The Researcher will:

3.1 Research Responsibilities

- Assist in designing and conducting qualitative and quantitative research studies.
- Conduct literature reviews and background studies to support research and training initiatives.
- Contribute to the development of research proposals, concept notes, and survey instruments.
- Prepare technical notes, briefs, and presentations for internal and external dissemination.
- Support stakeholder consultations, fieldwork coordination, and data collection.

3.2 Data Analysis Responsibilities

- Clean, manage, and validate datasets using tools such as Excel, R, or Python.
- Perform descriptive and inferential statistical analysis to derive insights.
- Assist in developing dashboards, data visualisations, and infographics for reporting.
- Document data sources, analytical methods, and ensure data integrity and security.

3.3 Reporting & Documentation

- Prepare research reports, statistical bulletins, and working papers in coordination with faculty and staff.
- Maintain accurate records of research activities, methodologies, and results.
- Support periodic monitoring and evaluation through data tracking and reporting tools.

3.4 Collaboration & Learning

- Participate in research team meetings, brainstorming sessions, and capacity-building programmes.
- Collaborate with external partners and institutions in joint research or data collection activities.
- Stay updated with relevant academic and policy developments in economics, finance, and data science.

4 Skills and Competencies:

- Proficiency in data analysis software (e.g., Excel, R, Python).
- Strong research and analytical writing skills.
- Knowledge of survey design and data collection methods.
- Good understanding of economic and social development indicators.
- Strong organisational and time-management skills.
- Good interpersonal and communication skills.
- Ability to work independently and in a team environment.

5 Deliverables

- Research briefs and summary reports.
- Cleaned and analysed datasets with documentation.
- Visual and narrative insights from data analysis.
- Contributions to project proposals, presentations, and knowledge products.

6. Application Process

Interested candidates should submit the following documents

1. Duly filled FITI Job Application Form.
2. Latest updated Curriculum Vitae (CV).
3. Copy of academic transcripts and certificate (Class XII, Degree, and Higher education)
4. Copy of Citizenship Identity Card.
5. Copy of valid Security Clearance Certificate
6. A Medical Certificate duly signed by a competent medical officer.
7. Audit clearance if employed.
8. No Objection Certificate/letter from the present employer (if selected)
9. Any other relevant documents and certificates

Note:

Non-submission of any of the above documents or incomplete submission shall lead to the rejection of the application.