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FINANCIAL INSTITUTIONS ASSOCIATION OF BHUTAN
Thimphu : Bhutan

Terms of Reference
Assistant Secretary, FIAB

Job Title: **Assistant Secretary**

Employment type: **Regular**

Reports to: **Executive Director**

Grade: **M1**

Place of Employment: **FIAB, Changeney, Thimphu**

Pay & Allowance:

Pay Scale	Allowances	
	Housing	Conveyance
Nu.38,190 – 955 – 51,939	20 % of the basic pay	Nu.2,500

Note:

An employee shall be recruited on probation for a duration of six months.

Other benefits shall be as per FIAB Service Rules, 2021.

Qualifications and Experience

- ✓ Minimum of Bachelor's Degree from a recognized university preferably in Commerce, Business Administration or related field.
- ✓ Minimum of 5 years of relevant work experience.
- ✓ Excellent written and communication skills in both English and Dzongkha.
- ✓ Research and analytical skills in both qualitative and quantitative research or strong statistical skills will be an advantage.

Roles and Responsibilities

- Shall keep and maintain accurate minutes and records of all proceedings of the Governing Board Meetings and the Annual General Meetings.
- Shall compile and maintain an official list of all members of the Associations including the members of the Committees, if any.
- Shall be responsible for disseminating and circulating to all the members the minutes of the proceedings of all meetings, and monitoring completions of action arising from the Governing Board and Annual General meetings.
- Shall be responsible for preparing and publication of the Annual Report on the activities of the Association.
- Shall be responsible for assisting the Executive Director and day-to-day management and functioning of the Associations.
- Perform any other duties assigned by the Executive Director.