



ཀྲུལ་ཡོངས་དགོངས་ལཱ་ལེན་ལུ་ལྷན་པོ་གཞི་རྒྱུ་ལྷན་པོ་ལྷན་པོ།

NATIONAL PENSION & PROVIDENT FUND
THIMPHU: BHUTAN



Terms of Reference

Position	Slot	Qualification	Work experience	Grade	Basic Salary
Analyst, Pension and PF Division.	1	Bachelor's degree in Actuarial Science.	Nil	7	Nu. 21,990/-
		Bachelor's degree in statistics.		8	Nu. 20,230/-
<p>All employees are eligible for the following allowances on the basic salary:</p> <ol style="list-style-type: none"> 20% House Rent Allowance; Maximum 2 months basic salary based on performance; Maximum monthly 50% performance based variable incentive; and Staff incentive housing loan; vehicle loan; and education loan at 5% interest rate. 					

Employment	Regular
Reporting Authority:	Chief, PPF
Reviewing Authority:	Operations Director
Unit:	PPFD
Division:	PPFD
Department:	Operations Department
Posting location:	Head Office Thimphu
Primary responsibilities:	<ul style="list-style-type: none"> Analyze and interpret routine data collections using appropriate analytical techniques; Clean and compile raw data and prepare them for analysis; Highlight data trends and analytic opportunities that can drive program innovations and communicate findings from data analysis
Secondary responsibilities:	<ul style="list-style-type: none"> Assist in managing MIS of PPF. Assist in monitoring the day to day operations of PPF. Any other tasks assigned by supervisor.
Competencies required:	<p>Knowledge: Analyze and interpret routine data collections using appropriate analytical techniques;</p> <p>Skills: Proficient in using excel and other analytical tools.</p>