

1 Research Officer

i) JOB DESCRIPTION

- a) Position Title : Research Officer
- b) Major Group : Planning and Research Services
- c) Sub-Group : Economic Research Services
- d) Position Level : P4
- e) Title of First Level Supervisor (official title of supervisor): Chief, PRCD

ii) **PURPOSE, DUTIES, AND RESPONSIBILITIES:** *(Describe the main duties and responsibilities, indicating what is done and how it is done. The purpose should be a short statement linking the position to the mission and goals of the organization and specifying the outputs of the position. Duties should be presented in decreasing order of relative importance)*
Purpose: To carry out research related to economic aspects of electricity tariffs and policy matter of the organization.

iii) **DUTIES AND RESPONSIBILITIES:** Undertake research using appropriate tools with the aim of providing information and analysis on regulations, codes etc. and their development.

- Compile and review the quarterly, half-yearly and annual progress of the organization;
- Conducting research and information collection on different economic regulatory methodologies;
- Furnish information on what research is already available in a regulatory area, including cross cutting areas involving regulations and economics, towards preparation of papers and technical presentations as required;
- Support and provide all necessary information to the research works carried out by the other divisions throughout the development of the research work;
- Conduct benchmarking or other efficiency studies to support tariff determination;
- Design and conduct relevant research on regulatory aspects for the betterment of the organization;
- Undertake research to improve the efficiency of the activities of the Licensees;
- Conduct research to provide support for the approval of any rules, regulations, guidelines, codes, standards, etc;
- Produce high quality and varied research outputs for a range of audiences including analysis, report writing and presentations where necessary; and
- Conduct research/case studies pertaining to prevailing issues in the electricity sector.

iv) **KNOWLEDGE AND SKILLS REQUIREMENTS** *(Minimum requirement for performance of work described – Level of Education, Knowledge, Skill, and Ability):*

- a) **Education:** Minimum of Bachelors in Engineering.
- b) **Training:** Research Methodologies, Corporate Finance/Economics and Human Resource Management/Corporate Strategic Management.

- c) **Length and type of practical Experience Required: Not required**
- d) **Knowledge of language(s) and other specialized requirement:** Fluent in written and spoken skills in English and Dzongkha.
- v) **COMPLEXITY OF WORK** (*The nature, number, and intricacy of tasks, steps, processes, or methods involved in work; difficulty and originality involved in work*):
Should have good research skills, Demonstrate intellectual curiosity and creativity to explore information on wide range of fields such as Finance, Economics, Corporate Strategy and Policies, etc. and May have to endure tight schedules and may even have to work overtime if required.
- vi) **JOB ENVIRONMENT:** The incumbent shall mostly work indoors with few site visits in a year, and is not exposed to any foreseen adverse working conditions.
- vii) **SCOPE AND EFFECT OF WORK** (*Describe the purpose, breadth of work performance, and the effect the work has on the work of others or the functions of the organization*): The incumbent should diligently carry out the assigned research works to align with the prescribed timeline.
- viii) **WORK RELATIONSHIP** (*Indicate the frequency, nature, and purpose of contacts with others within and outside the assigned organization other than contacts with superiors*):
Internal: He/She should work closely with supervisors and office colleagues; and External: He/She should keep close institutional networks with other related institutions/organizations.
- ix) **PAY AND ALLOWANCE:** Basic salary of 25,220-505-32,795 plus regulatory allowance of 20% and house allowance of Nu.5, 045/-. Other allowance, if any in the future will be as per the Bhutan Electricity Authority (BEA) Services Rules and Regulations.