

GERAB NYED-YON Ltd.

ToR for Analyst, Investment Division

1. Introduction

Gerab Nyed-Yon Ltd. (GNY) is an autonomous entity holding and managing the assets and investments of the Zhung Dratshang. It ensures adequate support to the Zhung Dratshang for the conduct of spiritual responsibilities towards preservation and promotion of Buddhism, the Kingdom's spiritual heritage.

2. Job Title: Analyst

3. Department: Investment Division

4. Reporting To: Sr. Analyst, Investment Division

5. Overall Job Description

The analyst will be assigned in the Investment Division and shall be entrusted with multifaceted responsibilities encompassing equity share investments, real estate investment analysis, cost benefit analysis, planning and development of new business projects, financial modeling, short-term trading, accounts closing assistance, budget preparation and strategy planning.

6. Education & Experience Criteria

- Minimum Bachelor's degree in B.Com or MBA
- Minimum of five years of relevant work experience (excluding the study period).
- Required knowledge, skills, and experience in conducting feasibility studies for investment projects, developing project proposals and develop implementation models, guidelines and schedules.

7. Skills and Attributes

- Highly advanced business/project planning competence;
- Strong financial and analytical skills;
- Strong risk assessment ability;
- Strong negotiation and client management skills; and
- High integrity/ethics and ability to meet the deadlines.

8. Specific Responsibilities

The sales executive, shall specifically be responsible for the following:

- Conduct analysis of equity share and manage portfolios for optimal returns.
- Evaluate potential real estate investments.
- Provide comprehensive analysis reports to aid decision-making.
- Conduct cost-benefit assessments for proposed projects.
- Offer insights to enhance profitability and efficiency.
- Lead planning and development initiatives for new business projects.
- Collaborate with cross-functional teams to ensure project success.
- Develop robust financial models for forecasting and decision support.
- Oversee short-term trading activities for cash profit generation.
- Implement effective trading strategies to mitigate risks.
- Contribute to the preparation of budgets based on financial analyses.
- Formulate and implement sound planning and investment strategies.
- Align strategies with organizational goals and market trends.
- Ensure adherence to regulatory requirements and corporate policies.
- Collaborate with legal teams to maintain compliance.
- Regularly assess and report on achievement against set KPIs.

9. Other requirements

- Curriculum Vitae (CV) clearly indicating requirements referred to above;
- Two recommendation letters from non-family related referees;
- Copies of (1) Degree Certificates, (2) Academic Transcripts, (3) Security Clearance Certificate, (4) Medical Fitness Certificate, (5) Citizenship Identity Card, and (6) No Objection Certificate (if employed, at the time of joining).

10. Salary & Others Benefits

Negotiable and commensurate with the relevance of qualification and work experience required, and shall be fixed within the existing GNY pay scales and in line with the GNY Service Rules