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GIC-Bhutan Reinsurance Co. Ltd.

Reinsurance with Professionalism, Trust & Reliability

ISO/IEC 27001:2022 certified

TOR for Assistant Manager: Investment Department

1. Ensure investment data is accurate, consistent, and regularly updated.
2. Verify information regularly for reliability and completeness.
3. Perform and manage system effectively.
4. Organize and maintain files and documents in an efficient manner.
5. Update all documents promptly when new information and changes arise.
6. Comply with documentation standards and regulatory requirements.
7. Continuously monitor and update investment returns.
8. Identify, address and correct any discrepancies in a timely manner.
9. Perform task assigned by management.
10. Build and maintain effective working environment and relationships.

Remuneration:

- a. Basic Pay: Nu 22,950/-
- b. Fixed communication allowance: Nu 2,500/-
- c. Conveyance allowance: Nu 4000/-
- d. HRA: 10% of Basic
- e. Corporate allowance: 40% of Basic
- f. Other entitlements as per GBRL's ISR.