

28 April 2022

Terms of Reference of the Assistant Research Officer (ARO) of the National Assembly

Endorsed during 11th HRC Meeting, Dated 18th May ,2022

In accordance with the National Assembly Act, the Members of the National Assembly are being provided with an Assistant as Research Officer each to enable them in carrying out their functions efficiently and effectively. They shall also be assigned with additional responsibilities to engage them meaningfully and contribute productively toward the achievement of the National Assembly's vision.

**I. Primary responsibilities**

1. To undertake research, surveys, analysis and report writing to support their respective Members of the National Assembly of Bhutan
2. Carry out administrative and other responsibilities to support the Members and the Secretariat

**II. Specific duties and responsibilities**

**1. Research Services**

- The AROs are responsible for carrying out research and analysis on legislation and policy issues individually or in team and submit to the Member/Committee/Secretariat;
- Provide timely reports and reference materials for parliamentary deliberations (committee meetings and sessions);
- Provide policy briefs on all parliamentary matters and pertinent issues relevant to the Parliament or Member;
- Maintain precise, detailed records of each issues and ensure confidentiality of data at all times ;

**2. Session and Committee Services**

- Attend session and committee meetings where the Member is part of ;

- Assist committee secretaries in coordinating committee meetings, public consultations, preparing briefs, recording, report writing, translations, research works, drafting bills;
- Draft motions and questions for respective Members for deliberation during session;
- Assist Secretariat in minuting and drafting resolutions during session;
- Assist Secretariat in transcribing and compiling verbatim of the session;
- Provide translation services to Members and Secretariat as and when required

### 3. Secretarial Services

- Plan and coordinate the Members constituency visit including other administrative requirements for constituency visits
- Coordinate and facilitate stakeholders meetings and meetings with constituents
- Prepare Member's constituency profile on planned activities and budget utilization of the constituency;
- Compilation of constituency issues, analyze and take follow up actions
- Assist Members to disseminate resolutions and legislations passed by Parliament in the constituency;
- Prepare correspondences, speeches for Member's constituency visits
- Prepare and submit constituency tour reports to Speaker and relevant agencies;
- Submit news reports to the Secretariat
- Coordinate and liaise with other Members of Parliament, government agencies, etc as and when required
- Work closely with the Secretariat
- Undertake general administrative tasks as required by Members and Secretariat
- Undertake such other duties as may be assigned by supervisor or as directed by the Secretariat