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Human Resource Division
Division of Support Services
Ministry of Energy and Natural Resources
Royal Government of Bhutan
Thimphu: Bhutan

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MoENR/HRD-03/2023/ 33

July 10, 2023

VACANCY ANNOUNCEMENT

The Ministry of Energy and Natural Resources is pleased to announce vacancy for eligible candidates for the post of Project Coordination Officer, as detailed below:

Minimum Qualification Requirement	No. of Slots	Minimum Work Experience	Remuneration	Contract Period	Place of Posting
Master's degree in Business/ Public Administration/ Environmental Management	1	5 years	Nu. 100,000/-	3 years	BFL-Project Coordination Unit, Department of Forest and Park Services

Interested applicants who meet the eligibility criteria laid above may apply to the Human Resource Division, MoENR on or before July 23, 2023, with the following documents:

1. Application with Curriculum Vitae;
2. Valid Security Clearance Certificate;
3. No Objection Certificate, if employed;
4. Academic Transcripts and certificates;
5. Work experience certificates; and
6. Other relevant documents, if any.

For further inquiries, contact the focal HR Officer at 325742 during office hours.



Human Resource Division



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Terms of Reference for Project Coordination Officer

About BFL-Project Coordination Unit Office, Nature Conservation Division, Taba

The BFL-Project Coordination Unit Office is the main project office of the Bhutan for Life Project and serves as an interlocutor between the BFL Fund Secretariat and project implementers (Nature Conservation Division, Parks and Biological Corridors managing entities and other implementing entities).

The BFL-PCU is mandated to coordinate, monitor and evaluate quality and timely implementation of the project activities funded by BFL Fund and ensure that deliverables are submitted on time and reported to the BFL Fund Secretariat.

The PCU Office will be headed by a Project Director served by Chief of Nature Conservation Division and supported by a small and efficient team of one Project Coordination Officer and one M&E Officer hired on contract by the project besides the regular staff of NCD designated for coordinating project activities.

Roles and Responsibilities:

Not limiting to the following and subject to change over time, the responsibilities of the Project Coordination Officer are:

1. Maintain and monitor project plans, project schedules, work plans, budgets and expenditures.
2. Organize, attend and participate in stakeholder meetings.
3. Document and follow up on important actions and decisions from meetings.
4. Determine and propose project activity changes that are critical for achieving the conservation milestones.
5. Provide administrative support as and when needed to the project director.
6. Develop project implementing strategies.
7. Ensuring projects adhere to the BFL disbursement schedules and all documentation is maintained appropriately for each activity.
8. In consultation with the BFL Project Director, assess project related risks and issues and provide solutions where applicable.



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9. Wherever necessary, in close coordination with the Project Director and M&E officer, make field visits for monitoring of project activities.
10. Ensure stakeholder views are managed towards the best solution.
11. Create a project management calendar for fulfilling each conservation milestones
12. Ensure and support the preparation of all documents and reports on the delivery of the Project for all the implementing agencies such as financial reports, progress reports, procurement plan, bidding documents as per the requirement of the Project;
13. Assist and ensure timely procurement of consultants, works and equipment under the Project;
14. Maintain inventories of equipment procured through the project and prepare annual inventory report
15. Coordinate and follow up on Project Steering Committee meeting to review the progress of the Project's implementation as well as to identify and agree on key actions required during the next phase of implementation;
16. Coordinate training/meetings/workshops with the implementing partners and the stakeholders other than the PSC meetings;
17. Record minutes during project related meetings and communicate to all project team members.
18. Prepare write ups / materials on the project and update the same on the DDM website as required;
19. Documentation of the project and publication of reports.

Selection Criteria: Qualification, Work Experience and Requisite Skills

Primary Criteria:

1. Bachelor's Degree (preferably with a Master's degree in Business / Public Administration / Environmental Management)
2. A minimum of five years of relevant work experience preferably with experiences in supervision of professional staff and as project manager (preferably conservation related projects).

