



MoENR/HRD-12/2023/28

7th July, 2023

VACANCY ANNOUNCEMENT

The Ministry of Energy and Natural Resources is pleased to announce the vacancy for the following post on **contract** for the Adaptation to Climate – induced Water Stresses through Integrated Landscape Management in Bhutan – funded by the Adaptation Fund:

Position	Slot	Contract duration	Minimum Qualification	Minimum Work experience	Remuneration (Nu.)
Project Manager	1	One Year (Extendable based on performance)	Bachelors	5 years	100,000/-

Applicants with relevant qualification/training and work experience will be given preference for the purpose of short listing. Interested candidates may apply to the Chief HRO, HRD, MoENR latest by 22 July, 2023 with the following documents:

- Application with Curriculum Vitae
- Relevant Academic transcripts
- Relevant work experience certificates
- Valid security clearance
- No Objection Certificate if employed

For further clarification please call 333761.





TERM OF REFERENCE FOR PROJECT MANAGER

Background

The Royal Government of Bhutan (RGoB) in partnership with Bhutan Trust Fund for Environmental Conservation is implementing a project titled “Adaptation to Climate-induced Water Stresses through Integrated Landscape Management in Bhutan” and it is funded by the Adaptation Fund. The project aims to improve water management in the country and build resilience to the impacts of climate change. It focuses on water availability and uses throughout the watershed, sustainability, and beneficiary participation. Specifically, the objective of the project is to build resilience to climate change and adaptive capacity of water stressed communities in the Dzongkhags of Paro, Dagana and Tsirang. It will be implemented in 13 gewogs of these three dzongkhags. These gewogs have been identified as priorities for intervention under the government’s “water flagship programme” due to their specific vulnerabilities exacerbated by climate change that need to be specifically addressed through targeted water and agricultural adaptation activities. The project aims to benefit 36,464 people directly and rehabilitate 21,251 hectares of natural habitats.

Position

A Project Manager (PM) will be recruited to coordinate and implement the project on a day-to-day basis in line with the project document and under the overall supervision and guidance of the Project Steering Committee (PSC). The Project Manager’s main responsibility is to ensure that that project achieves results as specified below:

Specific responsibilities will include but not limited to:

- ❖ Manage and coordinate the implementation of the project activities in accordance with the approved project document, annual work plans and budgets;
- ❖ Examine and verify annual work plans and budgets for onward submission to the PSC for perusal and approval;
- ❖ Monitor project progress and oversee the preparation of technical and financial progress reports in accordance with the requirements of the project document and update to PSC accordingly;
- ❖ Organize PSC meetings, annual project review and planning meetings including the preparation and distribution of agenda and circulation of documents necessary for meetings, at least one week in advance;
- ❖ Ensure that the minutes of PSC meetings are produced and circulated within a week after meetings are held;

- ❖ Monitor project progress and oversee the preparation of technical and financial progress reports in accordance with the requirements of the project document and update to PSC accordingly;
- ❖ Organize PSC meetings, annual project review and planning meetings including the preparation and distribution of agenda and circulation of documents necessary for meetings, at least one weeks in advance;
- ❖ Ensure that the minutes of PSC meetings are produced and circulated within a week after meetings are held;
- ❖ Liaise with the National Implementing Entity (NIE) and Designated Authority (DA) for project management matters;
- ❖ Provide guidance to the project team and the stakeholders involved in the project.
- ❖ Liaise with Project Implementing Entities on the smooth implementation of activities;
- ❖ Network with other relevant agencies and projects and establish linkages for learning and sharing experiences and developing synergies;
- ❖ Facilitate mid-term and terminal evaluations of the project;
- ❖ Conduct annual monitoring of project sites to appraise project implementation and related issues in interaction with local project stakeholders;
- ❖ Manage other related policy, technical, and project implementation tasks in the areas of climate induced stressed adaptation;
- ❖ Manage and monitor the project risks initially identified and submit new risks to the PSC for review and decision on possible actions and update the status of the risks by maintaining the project log;
- ❖ Commission joint monitoring as and when required;
- ❖ Identify, analyse, and document best practices and lessons learned from the project implementation and then share with stakeholders that might be beneficial to smooth functioning of the project.
- ❖ Knowledge management: liaise with broadcast and print media to disseminate project events and activities of interest;
- ❖ Manage both print and digital knowledge repository.
- ❖ Dissemination of project activities through website and social media.

Qualification, Experience and Requisite Skills

- ❖ Bachelor's degree with minimum of five (5) years of experience in project management setting.
- ❖ Preferably worked or have academic qualification in the field of water resource management, environment and social management, natural resource management, project and construction management and sustainable development;
- ❖ Knowledge and management experience with project management methodologies including, project planning, results-based management, and reporting;



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

BHUTAN
Believe

- ❖ Sound understanding of integrated landscape-based approach for Climate-induced Water Stresses Integrated Landscape Management, and community development;
- ❖ Very good language skills in English (writing, speaking and reading) and in Dzongkha (speaking and reading);
- ❖ Very good inter-personal skills;
- ❖ Very good computer skills.