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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-12/2023/ 230

8th August, 2023

VACANCY RE-ANNOUNCEMENT

The Ministry of Energy and Natural Resources is pleased to announce the vacancy for the following posts on **contract** for the “Capacity Building Initiative for Transparency”(CBIT) Project under Department of Environment and Climate Change (DoECC) :

Position	Slot	Contract duration	Minimum Qualification	Minimum Work experience	Remuneration (Nu.)
Expert/Specialist	1	3 years	Masters	10 years	140,000/-
Project Coordination Officer/ Project Manager	1	2 years 6 months	Bachelors	5 years	100,000/-
Project Officer	1	2 years	Bachelors	2 years	80,000/-

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 25 August, 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.



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Terms of Reference (TOR) for the Expert/ Specialist

The Expert/ Specialist will oversee daily implementation, management, administration, and technical lead and supervision of the project, on behalf of the NPD, and within the framework delineated by the Project Steering Committee (PSC). S/he will be responsible, among others, for:

- Overall technical lead for implementing all project outputs and activities and ensuring technical soundness of project implementation.
- Coordination with relevant initiatives.
- Lead technical implementation of Outputs 1.1.1 (institutional arrangements), 1.2.4 (EFT best practices), and overall technical coordination of Outputs 2.1.2 (GHG inventory guidelines) and 3.1.1 (adaptation indicators).
- Ensuring high collaboration among participating institutions and organizations at the national and local levels.
- Ensuring compliance with all Operational Partners Agreement (OPA) provisions during the implementation, including timely reporting and financial management.
- Coordination and close monitoring of the implementation of project activities.
- Leading and supervising the preparation of various technical outputs, e.g. knowledge products, reports, and case studies.
- Ensuring meaningful engagement of stakeholders as per the Stakeholder Engagement Plan.
- Ensuring that all the project resources are used solely to achieve project objectives per the approved work plan and budget per the government financial policies and FAO/GEF requirements.
- Tracking the project's progress and ensuring timely delivery of inputs and outputs.
- Providing technical support and assessing the outputs of the project national consultants hired with GEF funds, as well as the products generated in the implementation of the project.
- Approving and managing requests for the provision of financial resources using the provided format in OPA annexes.
- Monitoring financial resources and accounting to ensure the accuracy and reliability of financial reports.
- Ensuring timely preparation and submission of requests for funds, financial and progress reports to FAO as per OPA reporting requirements.
- Maintaining documentation and evidence that describes the proper and prudent use of project resources per OPA provisions, including making this supporting documentation available to FAO and designated auditors when requested.
- Implementing and managing the project's monitoring and communications plans.
- Organizing project workshops and meetings to monitor progress and preparing the Annual Budget and Work Plan.
- Submitting the six-monthly Project Progress Reports (PPRs) with the AWP/B, and the quarterly financial reports, to the PSC and FAO.
- Preparation of the first draft of the Project Implementation Review (PIR).
- Supporting the organization of the mid-term review and terminal evaluation in close coordination with the FAO Budget Holder and the FAO Independent Office of Evaluation (OED).
- Assisting the NPD in submitting the required OP technical and financial reports to FAO and facilitating the information exchange between the OP and FAO, if needed.
- Providing draft terminal report for BH two months before the ending date of the OPA or the project;
- Informing the PSC and FAO of any delays and difficulties as they arise during the implementation to ensure timely corrective measures and support.

Qualification and skills requirements:

- Masters in environmental sciences, economics, engineering, and related fields.



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- At least 10 years work experience in the development, design, and management of climate change low-carbon-related projects.
- Understanding of climate change analysis and policy, including international climate change negotiation history, set-up of global frameworks, and country policy positions as well as national climate policy implementation arrangements.
- Practical national/international experience working in a development context is preferred.
- Expertise in applying climate change adaptation or low-carbon considerations within one or more specific sectors/areas.
- Familiarity with the operations, policies, and procedures of multilateral financial institutions is preferred.
- Fluency in both written and verbal communication skills in English is required.

Contract duration: 3 Years

Salary: With a monthly salary of Nu. 1,40,000



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Terms of Reference (TOR) of Project Coordination Officer/Project Manager:

The Project Coordination Officer/ Project Manager will be responsible for the following tasks:

- Identify capacity-building needs for training programs under all project outputs and provide technical support to build national capacity, in close consultation with the research and training institutes identified under Output 1.1.2;
- Lead various training activities under the project, including preparation of training materials, pre-and post-training assessments, and on-the-job follow-up;
- Ensure the technical quality of the GHG inventory and Measurement, Reporting, and Verification (MRV) related activities under Component 2 of the project;
- Supervise the refinement and implementation of the monitoring and reporting framework for NDC priority mitigation and adaptation policies and measures;
- Provide necessary support in preparing six-monthly Project Progress Reports and Annual Workplans and Budgets (AWPB), and GEF annual Project Implementation Review reports (PIR), ensuring the standard quality of FAO-GEF reporting documents and submission deadlines;
- Facilitate and support/participate in regular FAO's project supervision/oversight missions as well as Mid-Term Review and Final Evaluation of the project in close cooperation with PMU;
- Perform any other task required.
- Develop and lead the implementation of a gender-sensitive/responsive communications and knowledge management strategy in close collaboration with the NPC.
- Coordinate the preparation of knowledge products.
- Organization of knowledge-sharing events.
- Contribute to the project's progress reports and implementation reports.
- Develop and lead the implementation of the project's M&E plan based on the project results framework and indicators.
- Use results-based monitoring (RBM) to track progress toward set project targets from the baseline.
- Assist the NPC in coordinating project implementation and monitoring with relevant PMU staff and stakeholders.
- Monitor all project activities from the work plan, expenditures, and progress toward achieving the project outcomes and outputs.
- Monitor implementation of the Gender Action Plan and Stakeholder Engagement Plan.
- Carry out regular monitoring visits to the project sites.
- Provide feedback to the NPC on project strategies and activities.
- Follow-up on M&E findings to ensure that corrective actions are taken and/or adjustments are made to program responses as required.
- Train government and partner staff in appropriate M&E techniques to build the capacity of staff, increase awareness of the importance of M&E and encourage accountability for demonstrating results.
- Work in close collaboration with internal counterparts and external partners to strengthen the quality and consistency of M&E activities in the field.
- Contribute to the project's progress reports and implementation reports.

Qualification and skills requirements:

- Bachelors in environment, science, engineering, climate change, and related fields.
- At least five years of working experience in greenhouse gas emissions accounting and projections.
- Knowledge of the IPCC 2006 greenhouse gas inventory would be an advantage.



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- Analytical skills and proven expertise in conducting GHG emissions for the AFOLU sector are an advantage.
- Fluency in both written and verbal communication skills in English is required.

Contract duration: 2 years and six months

Salary: With a monthly salary of Nu. 1,00,000



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Terms of Reference (TOR) of Project Officer

The PO will be responsible for the following tasks:

- Oversee the project's operations and procurement and ensure that all the supporting documents are available and in accordance with the Operational Partners Agreement (OPA) and relevant FAO and GEF rules.
- Assist the National Project Coordinator in drafting proposed budget reallocations or revisions, and obtaining approval by the PSC as well as FAO to formalize these annually as part of the GEF budget reconciliation.
- Assist in preparing and monitoring consultancy contracts and sub-agreements.
- Assist in day-to-day activities related to the project's logistics, operations, and procurement components.
- Assist in preparing reports under the Operational Partners Agreement with FAO.
- Assist the National Project Coordinator, Finance, and Administrative Officer in ensuring the timely provision of project inputs (personnel, technical support services, sub-contracts, training, equipment, and supplies).
- Collaborate with management to develop and implement an effective communications strategy based on our target audience.
- Assist the organization in setting priorities for communications systems and technology developments.
- Write, edit, and distribute content, including publications, press releases, website content, annual reports, and other marketing material that communicates the organization's activities, products, and/or services.
- Respond to media inquiries, arrange interviews, and act as a spokesperson for the organization.
- Establish and maintain effective relationships with other organizations, and maintain a media database.
- Seek opportunities to enhance the outreach of the organization's products, and coordinate publicity events as required.
- Maintain records of media coverage.
- Proficiency in design and publishing software.

Qualification and skills requirements:

- Bachelor's degree in Science, Finance, Communications, Journalism, Information technology, or related fields.
- Minimum 2 years relevant experience in a project management and communications role.
- Knowledge of desktop publishing software (InDesign/Photoshop).
- Excellent verbal, written, and interpersonal skills.
- Good time management and organizational skills.
- Proficient in Microsoft Office, content management systems, and social media platforms.

Contract duration: 2 years

Salary: With a monthly salary of Nu. 80,000/-