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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-12/2023/391

13<sup>th</sup> September, 2023

**VACANCY RE-ANNOUNCEMENT**

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

Position	Slot	Contract duration	Minimum Qualification	Minimum Work experience	Remuneration (Nu.)
Project Coordination Officer/ Project Manager	1	2 years 6 months	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 27 September, 2023 with the following documents or email [pchezom@moenr.gov.bt](mailto:pchezom@moenr.gov.bt):

- 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.



CHRO-333556, HRO (DRE/DHPS/DHMS)-323101, HRO (DoT/DCSI/DoI)-333761, HRO (Sect.)-325742,  
HRO (DGM)-328100, Fax-333760

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དཔལ་ལྷན་འབྲུག་གཞུང་། ལུས་ཀྱི་ལས་དོན་འཛུགས་པའི་མཚན་ལྷན་གྱི་ལས་ཁུངས།  
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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, 10,000/-