

ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION

**POSITION DESCRIPTION**

**1. JOB IDENTIFICATION**

- 1.1 Position Title:** Chief Forestry Officer (CFO)
- 1.2 Position Level:** P1
- 1.3 Major Group:** Forest & Environ. Protection Services Group
- 1.4 Sub Group:** Forestry Services
- 1.5 Job Code No.:** 08.450.01
- 1.6 Job Location (*Complete as appropriate*):** Ministry: Energy and Natural Resources; Department: Department of Forests and Park Services; Division: Nature Conservation/Forest Resources Planning and Management/Forest Monitoring and Information/Ugyen Wangchuck Institute for Forestry Research and Training Divisional Forest and Park Offices
- 1.7 Title of First Level Supervisor (*Official title of the Supervisor*):** Head of the Department
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**2. PURPOSE, DUTIES & RESPONSIBILITIES** (*Describe the purpose, duties and responsibilities, indicating what is done and how it is done. Purpose should be a short statement about the outcomes and expectations of the position. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

**Purpose:** The Position is the just below the apex or (holding independent Divisional authority) of the Forestry services in respect of technical matters. The incumbent holding this position require capability to shoulder the framing of policies, vision for Scientific Research, monitor the case, analyze the results.

<b>Duties and Responsibilities</b>	<b>% of time</b>
<ul style="list-style-type: none"> <li>Participates actively in formulating and developing forest policy guidelines, programs, management plans, periodical operational plans in consultation with the 5-year plan in respective Forest Divisional and Park jurisdictions.</li> </ul>	15
<ul style="list-style-type: none"> <li>Implements various forest programs and projects as per five-year plans and annual work plans</li> <li>Ensure effective forest protection and enforcement for conservation of biodiversity</li> <li>Forest landscape restoration for social, ecological and economic benefits through plantation programs.</li> <li>Oversee Forestry research to generate and disseminate scientific knowledge for enhancing forest and biodiversity management, supporting the implementation of ecologically sound policies.</li> </ul>	15
<ul style="list-style-type: none"> <li>Periodic monitoring of natural resources and evaluation to ensure sustainable management and information dissemination.</li> <li>Review the progress of the annual workplan and management of Forest information for use in planning and policy formulation.</li> <li>Mentoring and coaching of staffs</li> </ul>	20
<ul style="list-style-type: none"> <li>Ensure efficient service delivery in line with the Forest and Nature Conservation Act and Rules and subsequent amendments</li> </ul>	20
<ul style="list-style-type: none"> <li>In line with the deliverance of technical responsibilities the incumbent acts as administrative and financial head in discharging administrative and financial works of the Functional Division, Divisional Forest Office and Park Offices including Forest Ranges/Forest Beats of those respective jurisdictions.</li> </ul>	15
<ul style="list-style-type: none"> <li>Provide guidance to compound forest offence cases as per</li> </ul>	5

the FNCA and FNCRR. He discharges responsibilities of the protection and compounding forest offence cases in the civil courts	
<ul style="list-style-type: none"> <li>▪ Provide technical backstopping to the Rangers</li> <li>▪ Advises the superior officers and subordinate on technical matters</li> </ul>	10

*Note: This covers job descriptions for all Chief Forest Officers irrespective where they may be posted.*

**3. KNOWLEDGE & SKILLS REQUIREMENTS** *(Minimum requirement for performance of work described – Level of Knowledge, Skill & Ability):*

**3.1 Education:** Minimum of Bachelors Forestry, environment, natural resource management or wildlife Management

**3.2 Training:** Advanced training in the field of Forestry, environment, natural resource management or wildlife Management.

**3.3 Length and type of practical experience:** Minimum of 2 years experience in the capacity of Deputy Chief Forestry Officer or equivalent experience.

**3.4 Knowledge of languages and other special requirements:** Fluent in oral and written Dzongkha and English. Knowledge of other regional dialects would be an advantage. The candidate should have technically sound knowledge on the forestry subject apart from strong administrative and managerial capability.

**4. COMPLEXITY OF WORK** *(Describe the intricacy of tasks, steps process or methods involved in work, difficulty and originality involved in work):*

- The job requires to deal with a lot of legal issues, framing of sound forest policy on protection and utilization, land cases and coordination with the various forest clients. Judicious dealing with the rural people in and

around Protected Area, Divisional Forest office as well as dealing with transboundary issues.

- The job requires careful attention to ~~be paid to~~ the complexity of human/wildlife conflicts, administrative and jurisdiction overlap, and long-term planning.
- Balancing social issues with conservation priorities.

5. **SCOPE AND EFFECT OF WORK** *(Describe the purpose, breadth of work performance, and the effect the work has on the work of others or the functions of the organization):*

The job has the following scope:

- Manage and utilize Bhutan's forests for sustainable production of economic and environmental goods and services to meet the needs of the people and the nation.
- Enhance long term sustainability of Bhutan's biodiversity and ecosystem services through management of natural habitats, promotion of nature based tourism etc.
- Support local communities in minimising the impact of wildlife damages.
- Sustainable forest management through effective application of science and technology including participation of local communities for socio-economic benefits.
- Forest landscape restoration for social, ecological and economic benefits through plantation programs.
- Forestry research to generate and disseminate scientific knowledge for enhancing forest and biodiversity management, supporting the implementation of ecologically sound policies.
- Periodic monitoring of natural resources and evaluation to ensure sustainable management and conservation of forest and information dissemination.
- Ensure effective forest protection and enforcement for management of forest resources and conservation of biodiversity.

Effect of work:

- Sustainable forest management and conservation goals
- Meeting Public service delivery needs from the forest.
- Fulfill the FYP and AWP of the DoFPS and the Ministry
- Balance Socio-economic and environmental well-being.

**6. INSTRUCTIONS AND GUIDELINES AVAILABLE**

**6.1 Instructions:** *Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated*

The tasks will be performed in compliance to the prevailing Forest Policy, Forest Act and Rules, Land Act and other Government policies and instructions from the head of the DoFPS.

**6.2 Guidelines** *(Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adopt or devise new guidelines):*

Policy documents and other guidelines are available. However, Sound judgment on issues not covered by Rules and initiatives for taking actions due to complexity of work are required.

**7. WORK RELATIONSHIP** *(Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors):*

Contact with the following agencies is required:

- Intra and Inter departmental within the same Ministry and other line Ministries and field staff both vertical and horizontal organizations.
- With the RCSC and other relevant Government Agencies
- Public, NGOs, CSOs, INGOs and Local Government including Dzongkhag administrations.
- Coordination with the armed forces, Judiciary and other law enforcement agencies.

**8. SUPERVISION OVER OTHERS** *(Describe responsibility for supervision of other employees, including the nature of supervisory responsibilities and categories and number of subordinates):*

- The supervisory work is required over the staffs of the Functional Division/Divisional Forest/ Park Office including Executive Specialist and Principal Forestry Officer.
- Regular monitoring and evaluation of activities/projects/ programs of the Department.

9. **JOB ENVIRONMENT** *(Describe physical exertion required, such as walking standing, lifting heavy objects, etc., and/or any risks or discomforts like exposure to hazards such as exposure to chemicals, infections, radiation, extreme weather and other hostile working conditions)*

- Frequent field visits required in order to monitor fieldwork includes high altitude patrolling, inspection of logging activities in forest management units, forest fire fighting, Risk to ambush, wildlife attack, off duty hours patrolling, Legal and civil liability, land inspection etc., lot of physical exertion is required.
- Encountering wild forest fire in rough and steep terrain as of our country's geographical condition exerts high risk.

These activities have to be carried out personally by incumbents to ensure that the subordinate are delivering their duty and service according to designated responsibility.