

## **Terms of Reference for Chief Environment Officer, Waste Management Division (WMD)**

**Position Title:** Chief Environment Officer, Waste Management Division (WMD)

**Reporting To:** Director/Head of WMD or relevant authority

**Supervises:** WMD team and collaborating stakeholders

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### **Primary Mandate**

The Chief Environment Officer (CEO) is responsible for leading the implementation and enforcement of the **Waste Prevention and Management Act of Bhutan, 2009**, its **Regulation (2012, amended 2016)**, and the **National Waste Management Strategy, 2019**. The CEO ensures the effective execution of WMD's mandates to coordinate, monitor, and promote sustainable waste management practices across Bhutan, aligning with the national goal of **Zero Waste Bhutan by 2030**.

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### **Key Responsibilities**

#### **1. Policy and Strategy Development**

- Lead the formulation, review, and implementation of national waste management policies, strategies, regulations and standard operating procedures
- Plan and develop a strategy or action plan to achieve Zero Waste Bhutan by 2030
- Mainstream waste management principles into sectoral policies (e.g., circular economy, extended producer responsibility, sustainable consumption).

#### **2. Coordination and Implementation**

- Coordinate effective management of wastes among the implementing agencies, institutions, including civil service organizations, corporate and private sectors, communities, groups and individuals;
- Serve as alternate focal(s) to international, regional and bilateral intergovernmental environment and climate commitments as assigned by the Department.
- Monitor compliance with waste management laws and regulations, ensuring environmentally sound disposal practices.
- Lead in the management of non-hazardous, hazardous waste, medical waste, e-waste and other waste categories

### 3. Technical Leadership

- Provide technical guidance for:
  - management of wastes through concepts of circular economy including corporate social responsibility, extended producer responsibility, nature-based solutions, sustainable consumption and production, and others as feasible
  - To develop technical, technologic, and financial options for waste management
  - **Sanitary landfill construction and management.**
  - implementing agencies and the Dzongkhags including local governments in the sound management of waste;
- Review proposals related to waste management laws and advise on legal/technical adjustments.

### 4. Capacity Building and Advocacy

- Design and conduct **capacity-building programs** for IAs, CAs, and private entities.
- Lead advocacy campaigns to promote behavioral change and public awareness.
- Mobilize funding for waste management projects and research.

### 5. Monitoring and Reporting

- Plan and conduct compliance monitoring on waste management; and
- Monitor and report emerging trends in waste management.
- Compile information and reports from relevant stakeholders, in particular, implementing agencies in the management of wastes;
- Report to the NEC on the status of enforcement and implementation of the Waste Prevention and Management Act of Bhutan, 2009, annually

### 7. Administrative Functions

- Prepare annual work plans and budgets for WMD.
- Represent WMD in the **Environmental Assessment Technical Committee** for project clearances.
- Monitor and evaluate programs/activities undertaken by the sections under the position and ensures that planned activities are being implemented smoothly and prepare and synthesize progress reports on activities of the division;

### 9. Additional Responsibilities

- Perform other duties as assigned by the Ministry and Department.