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**Human Resource Division**  
MINISTRY OF ENERGY AND NATURAL RESOURCES  
ROYAL GOVERNMENT OF BHUTAN

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## TERMS OF REFERENCE

1. POSITION DESCRIPTION	
Position title	Project Support Officer
Position Level	Equivalent to P5 A
Project	Implementation of Institutional Strengthening (IS) Phase X and other projects under the NOU
Department	National Ozone Unit (NOU), Department of Environment and Climate Change (DECC), Ministry of Energy and Natural Resources
Duration	October 01, 2025 to December 31, 2026.
Type of Contract	Time-Bound Contract
Vacancy	1

## 2. BACKGROUND

Bhutan is a Party to the Montreal Protocol on Substances that Deplete the Ozone Layer, a global environmental agreement dedicated to protecting the Earth's ozone layer by phasing out the ozone-depleting substances (ODS). Subsequently, with the adoption of the Kigali Amendment, the Protocol also mandates the phase-down of hydrofluorocarbons (HFCs), potent greenhouse gases used primarily in the refrigeration and air conditioning sector. To fulfill these commitments, the Department of Environment and Climate Change (DECC) under the Ministry of Energy and Natural Resources is responsible for implementing the provisions of the Montreal Protocol through its National Ozone Unit (NOU). The NOU is currently executing the project titled "*Institutional Strengthening (IS), along with other Ozone Projects,*" which plays a crucial role in supporting Bhutan's compliance with the obligations under the Montreal Protocol and the Kigali Amendment.

To support this initiative, the NOU signed the HCFC Phase-out Management Plan (HPMP) tranche 4 Project along with the Energy Efficiency component for one year from July 2025 to December 2026, through a Small Scale Funding Agreement (SSFA) between the United Nations Environment Programme (UNEP) and the Royal Government of Bhutan. The project is funded by the Multilateral Fund (MLF)



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Secretariat of the Montreal Protocol, which provides financial and technical assistance to developing countries to help meet their phase-out and phase-down targets.

### 3. SCOPE OF WORK

As part of the NOU, DECC is seeking a Project Support Officer with a dynamic and enthusiastic approach combined with demonstrated skills and experience to assist in the effective implementation of Bhutan's obligations under the Montreal Protocol and Kigali Amendment. The support officer will play a crucial role in coordinating activities under the HPMP stage 1, tranche 4, and the additional activities to maintain energy efficiency in the refrigeration and air-conditioning (RAC) servicing sector, which entails:

- Supporting the implementation of HPMP and EE activities in line with the SSFA, including training, awareness, and capacity-building components.
- Assisting in organizing and delivering training programmes for Customs officials, RAC trainers, servicing technicians, government officials, and importers.
- Coordinating stakeholder consultations and awareness campaigns to strengthen compliance with licensing, reporting, and energy efficiency requirements.
- Supporting the adaptation and roll-out of the product registration system (PRS) for appliances and equipment.
- Continue enforcement of the Regulation on Substances that Deplete the Ozone Layer and Hydrofluorocarbons 2021, to prevent illegal trade, control, and monitor import of ODS and HFCs to meet and sustain compliance with the Montreal Protocol.
- Support the collection, compilation, and analysis of ODS HFC import/export data for reporting and compliance purposes.
- Effective communication and awareness activities to educate consumers to transition to ozone-friendly/environmentally friendly products.
- Assist in preparing progress and expenditure reports of the projects as per the agreed SSFA.
- Keep track of emerging alternatives, technologies, and best practices relevant to ozone and climate protection.

The Project Support Officer shall provide all-around support and on-the-ground coordination for the implementation of project activities by liaising with the relevant national stakeholders and individuals involved in the implementation of the Montreal Protocol.

### 4. DUTIES/RESPONSIBILITIES

The Project Support Officer, under the professional guidance of the National Ozone Officer, NOU, shall perform the duties below:

CHRO-333556, HRO (DGM) - 335041, HRO (DRE/DHPS/DHMS) -325742, HRO (DoT/DOI/ RTIO )-333742,  
(DCSI/DoIP/OCP)-323101, HRO (Sect.)-322159, VISA-336748

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- Support the Project Officer and the NOU in the formulation and implementation of strategies and action plans for the phasing out of ODS and phasing down of HFCs.
- Assess and analyze the consumption of controlled substances.
- Implementation of annual consumption quota of controlled substances in accordance with the obligations under the Montreal Protocol.
- Facilitate the organization of meetings with concerned stakeholders to review, amend or establish regulations to support the phase-down of HFCs.
- Support the development, translation, and distribution of awareness and advocacy materials tailored to different sectors.
- Organize training-of-trainers (ToT) for RAC trainers on good servicing practices (GSP), competency-based training, and assessment methodologies.
- Facilitate assessments of training centers with international experts and prepare reports on training capacity, equipment needs, and recommendations.
- Support the development of training curriculum on energy auditing and coordinate ToT for national trainers in energy efficiency practices.
- Review and assess the application for the import/export of controlled substances and decide on the issuance of the permit.
- Facilitate the preparation and signing of the MoU between NOU and the Department of Energy (DoE) to strengthen collaboration on standards and labeling.
- Coordinate the adaptation and operationalization of the PRS, including testing and training with government officials.
- Prepare timely reports in accordance with the obligation under the Montreal Protocol.
- Support the Project Officer and the NOU to develop an annual work plan and budget for the implementation of the current Ozone Projects and any other newly approved projects of the Multilateral Fund.
- Support NOU in the commemoration of World Ozone Day and World Environment Day.
- Facilitate the finalization and timely distribution of agendas for project steering committee and National Ozone Committee meetings, record and maintain accurate minutes of meetings, and ensure circulation to all committee members.
- Assist in the works and implementation, as and when required, for activities related to the Climate and Clean Air Coalition (CCAC) and the Global Cooling Pledge (GCP).
- Provide day-to-day clarification to any inquiries on the controlled substances.
- Carry out any other functions assigned by the Office.

## 5. QUALIFICATIONS, SKILLS, and EXPERIENCE

### Mandatory

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- 
- Bachelor's degree preferably in applied Science/Business/Project Management/Social Science/Public Policy/Environment Science/Life Science.
  - Minimum of 1 year working experience in Project Management, Financial Reporting, and undertaking similar assignments (studying and implementing projects, developing reports, organizing stakeholder consultation, project monitoring, and evaluation).
  - Good language skills in English (writing, speaking, and reading) and in Dzongkha (speaking and reading).
  - Knowledge of computer applications.
  - Project management skills.
  - Good interpersonal skills and ability to work and produce results amongst diverse stakeholders and interest groups, both nationally and internationally.

#### **Desirable**

- Previous working experience in the field of environmental policy formulation, Montreal Protocol implementation, and project management.
- Understanding of the Montreal Protocol and its implementation at the national level.

#### **6. SERVICE CONTRACT**

- The Project Support Officer shall be appointed for a period of **nine months**.
- Salary shall be subject to Tax Deducted at Source (TDS) as per the Income Tax Act of the Kingdom of Bhutan.
- He/She shall be entitled to Travel Allowance and Daily Sustenance Allowance (TA & DSA) as per the prevailing RGoB Rules.
- He/She shall be entitled to leave as per the existing RGoB rules governing contract employees.



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