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བསྟན་འཛིན་གྱི་སྐབས་ལྷན་འབྲེལ།

**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 P5A
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 June 30, 2028. Extendable based on performance or available project
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 IS Project Phase X for three years from July 2025 to June 2028, 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) 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

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

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As part of the NOU, DECC is seeking a Project Support Officer with a dynamic and enthusiastic approach combined with demonstrated skills and experience suitable for executing and supporting the work of the NOU to meet the national commitments under the Montreal Protocol and its Amendments by coordinating the implementation of ozone projects and providing support to the NOU in the day-to-day operation of the NOU, which entails:

- Strengthening the capacity of NOU and other National Stakeholders to implement the obligations under the Montreal Protocol effectively.
- Assist in planning, organizing, and coordinating workshops, training, and stakeholder meetings under the IS, HPMP, and KIP projects.
- Continues collaborations to strengthen the capacity building of refrigeration technicians and enforcement officials, and update status reports of the capacity building activities.
- Maintain regular communication with stakeholders, including government agencies, customs, technical institutions, and the private sector.
- 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:

- 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.



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- 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.
- Facilitate with the importers/exporter regarding the registration, allocation of quota and application of import/export license of ODSs, HFCs and/or refrigeration and air-conditioning (RAC) equipment.
- Regularly communicate with the Department of Customs and Revenue (DRC) and importers to obtain documents and import/export statistics of ODSs, HFCs, and/or RAC equipment.
- Reconcile import and export statistics of ODSs, HFCs, and/or RAC equipment maintained by NOU, importers, and DRC every quarter to examine the situation of import and export.
- Maintain a registry of importers of controlled substances and products containing HFC.
- Review and assess the application for the import/export of controlled substances and decide on the issuance of the permit.
- Carry out inspection of any premises or products where controlled substances are used or believed to be used in collaboration with relevant agencies, whenever required.
- Support the Project Officer and the NOU in advocacy programs on controlled substances.
- Facilitate programs on capacity building of stakeholders on controlled substances.
- 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.
- Support NOU for the review of rules and regulations on controlled substances from time to time.
- 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**

- Bachelor's degree preferably in applied Science/Business/Project Management/Social Science/Public Policy/Environment Science/Life Science.

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- 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 **two years and 9 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.