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Human Resource Division

MINISTRY OF ENERGY AND NATURAL RESOURCES

ROYAL GOVERNMENT OF BHUTAN

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TERMS OF REFERENCE

Project: CBIT Project

Position Title: Project Officer

Employer: Department of Environment and Climate Change (DECC), Ministry of Energy and Natural Resources

Work Station: DECC Office, Thimphu

Employment Type: Contract (Time-bound)

Contract Term: May 1-November 15, 2026

Date of Joining: May 1, 2026

1. Background

The Capacity-Building Initiative for Transparency (CBIT) Project in Bhutan is a national effort to strengthen Bhutan's capacity to meet the requirements of the Paris Agreement's Enhanced Transparency Framework (ETF). The project enhances institutional frameworks, knowledge, and technical skills for the preparation, reporting, and effective use of transparency information. It is establishing systems to monitor and report on Nationally Determined Contribution (NDC) mitigation targets, including the strengthening of the MRV system, while also building capacity to track and report on NDC adaptation actions.

Through these efforts, the CBIT Project is laying the foundation for robust climate transparency in Bhutan, ensuring that reporting processes are consistent, credible, and sustainable. The Project Officer will play a vital role in supporting coordination, stakeholder engagement, and technical implementation to advance these national priorities.



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2. Position Details:

The Project Officer will be recruited to coordinate activities, engage stakeholders, and provide technical and administrative support, including assisting in the preparation and submission of quarterly financial reports, bi-annual project progress reports, annual project implementation reports, and other tasks as assigned by the National Project Coordinator (NPC). This full-time position, based in Thimphu, offers an opportunity to contribute directly to Bhutan's long-term climate transparency, resilience, and sustainability.

3. Duties, Responsibilities and Accountabilities;

The primary responsibilities of the Project Officer are, but not limited to, the following:

- Oversee the project's operations and procurement and ensure that all the supporting documents are available and in accordance with the Operational Partners Agreement (OPA) and relevant FAO and GEF rules.
- Assist the National Project Coordinator in drafting proposed budget reallocations or revisions and obtaining approval by the PSC as well as FAO to formalize these annually as part of the GEF budget reconciliation.
- Assist in preparing and monitoring consultancy contracts and sub-agreements.
- Assist in day-to-day activities related to the project's logistics, operations, and procurement components.
- Assist in preparing reports under the Operational Partners Agreement with FAO.
- Assist the National Project Coordinator (NPC), Finance, and Administrative Officer in ensuring the timely provision of project inputs (personnel, technical support services, sub-contracts, training, equipment, and supplies).
- Collaborate with management to develop and implement an effective communications strategy based on our target audience.
- Assist the organization in setting priorities for communications systems and technology developments.
- Assist and coordinate the preparation and sharing of knowledge products and related events
- Assist the NPC in monitoring project implementation and monitoring with relevant PMU staff and stakeholders
- Monitor all project activities from the workplan, expenditures/budgets, and progress towards achieving the project outcomes and outputs



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- Perform any other task required.

4. Qualification and Experiences

- Bachelor's degree in Science, Environment, Finance, Communications, Information technology, or related fields.
- Minimum two years of relevant experience in a project management and communications role.
- Excellent verbal, written, and interpersonal skills.
- Good time management and organizational skills.
- Proficient in Microsoft Office, content management systems, and social media platforms.

5. Knowledge, Skills and Attributes

- Knowledge of desktop publishing software (InDesign/Photoshop).
- Excellent verbal, written, and interpersonal skills.
- Good time management and organizational skills.
- Proficient in Microsoft Office, content management systems, and social media platforms.

6. Pay and Allowances

- Remuneration shall be Nu. 80,000/- per month.
- Other benefits and entitlements shall apply as per the Bhutan Civil Service Rules and Regulations (BCSR 2023).

7. Amendment

- The above responsibilities shall be reviewed and amended from time to time by the agency.