Terms of Reference (ToR)

Post : National Programme Officer
Duty Station : Thimphu, Bhutan
Type of Employment : Time-bound project-based contract
Languages Required : English, Dzongkha
Duration of Contract : 2 years, with the possibility of extension

1. Background

The International Solar Alliance (ISA) is a global platform of 128 countries dedicated to accelerating the deployment of solar energy technologies to achieve energy access, security, and transition. In collaboration with National Focal Points (NFPs), ISA supports its Member Countries through the implementation of Country Partnership Strategies (CPS).

Bhutan's CPS is a five-year implementation framework jointly endorsed by the Ministry of Energy and Natural Resources (MoENR), Royal Government of Bhutan, and the International Solar Alliance (ISA) in September 2025. The CPS provides the framework for translating Bhutan's solar-energy priorities into implementable programmes and projects across policy and regulatory support, project development, capacity building, and financing and investment mobilisation. Following its endorsement, the NFP Support Unit (NSU) was established within the Department of Energy (DoE), MoENR, and formally inaugurated in September 2026 as the dedicated implementation mechanism for the CPS. The NSU supports implementation and monitoring of CPS priority actions, development of project pipelines, and coordination with relevant institutions and implementation partners. The National Programme Officer will join the existing National Project Specialist within the NSU to strengthen the technical and implementation capacity required for effective delivery of the CPS.

2. Job Description

The National Programme Officer will support ISA's Bhutan CPS implementation on **emerging clean-energy technologies, capacity building and financial design**. The role will work with the National Focal Point, DoE, ISA Secretariat, utilities, regulators, ministries, STAR-C partners, financiers, technology providers and development partners to translate CPS priorities into pilots, financing solutions, capacity-building programmes and scalable technology applications. S/he will coordinate e-mobility, EV infrastructure, green hydrogen, STAR-C programs, blended finance, solar and battery waste management, solar cooling, solar thermal applications and utility Digital Twin activities; prepare technical and partnership documents; monitor progress through project-need-based field visits, dashboards and risk trackers; and provide timely reporting to DoE and the ISA Secretariat. The specific job description is as follows:

i. Coordinate implementation of assigned CPS interventions on emerging clean-energy technologies with DoE, NFP, utilities, regulators, relevant ministries, STAR-C institutions and implementation partners.

ii. Provide technical support for e-mobility and EV-charging initiatives, including charging-network planning, solar-powered and off-grid charging, fleet electrification, technical standards, business models and implementation planning.

iii. Support technical assessments for green-hydrogen applications, including use-case screening, demand assessment, renewable-energy supply options, pilot design, technical requirements and policy inputs.

iv. Coordinate STAR-C capacity-building activities, including training-needs assessments, curricula, Training-of-Trainers, certification pathways, institutional partnerships and annual training plans.

v. Assess financing options for CPS interventions, including blended and concessional finance, grants, risk-mitigation instruments, results-based financing and engagement with financial institutions and investors.

vi. Provide technical inputs to solar PV and battery end-of-life frameworks, including collection and recycling systems, extended producer responsibility, safety requirements and regulatory provisions.

vii. Assess solar thermal and cooling applications, including solar water heating, cold-chain applications, space cooling/heating and productive-use thermal solutions.

viii. Provide technical support for utility digitalisation and Digital Twin initiatives, including data assessment, system modelling, priority use cases, technical requirements, pilot planning and integration with utility operations.

ix. Prepare technical and implementation documents for assigned workstreams, including concept notes, feasibility inputs, technical specifications, procurement documents, partnership briefs and decision notes.

x. Monitor assigned CPS activities through need-based site visits, implementation trackers, risk and issue tracking, progress dashboards and quarterly, half-yearly and annual reporting.

xi. Support Technical and Steering Committee meetings, workshops and stakeholder consultations; prepare Records of Discussion and track agreed actions.

xii. Provide administrative, coordination, and liaison support between ISA and RGoB departments/agencies to facilitate smooth communication, stakeholder engagement, decision-making processes, and effective implementation of project activities.

xiii. Undertake any other related tasks assigned by the NFP/DoE or ISA Secretariat.

3. Competencies

Professionalism: Demonstrates professional competence and mastery of the subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with complex problems or challenges; remains calm in stressful situations.

Communication: Speaks and writes clearly and effectively; able to interact with senior government and private sector leadership; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed; ability to disseminate information through online platforms, social media and traditional methods.

Teamwork: Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently and able to lead and work independently with minimal supervision

4. Relevant Qualification, Experience & Skills

Essential: Only those individuals who fulfil the following qualifying criteria are eligible to apply for the post.

a. Education

- Bachelors in Engineering (Electrical/Civil/Mechanical) or Energy Sciences or other related areas from a recognised Institute/University.

b. Work experience

- At least 5 years of demonstrated working experience in the energy sector.

c. Knowledge and skills

- Knowledge of renewable and emerging clean-energy technologies, including solar PV, energy storage, e-mobility, green hydrogen and solar thermal applications.
- Strong technical and analytical skills for project assessment, programme implementation and inter-institutional coordination.
- A thorough understanding of renewable energy applications, business models, as well as factors that underpin investment readiness, especially in solar energy.
- Strong technical writing skills, including preparation of concept notes, project proposals, technical reports and knowledge products.
- Demonstrable ability to liaise with government, ministries, solar project developers, and investors.

d. Desirable:

- Experience in working with the Government sector, especially in Energy and related sectors.
- Ability to work with key public and private sector stakeholders in policy and program development.

2. Remuneration

Remuneration will be determined based on experience and qualifications. The Pay scale shall be adopted within the range: Nu.100,000/- to 110,000/-.