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ROYAL GOVERNMENT OF BHUTAN
Ministry of Agriculture & Livestock
Tashichhodzong, Thimphu: Bhutan



MoAL/HRD/DoA/2/2023/442

May 29, 2023

VACANCY ANNOUNCEMENT

The Ministry of Agriculture & Livestock is pleased to announce the vacancy for the post of project manager for project on Adaptation to Climate-induced Water Stresses through Integrated Landscape Management in Bhutan on contract as detailed below:

Sl.No	Position Level	Qualification requirement	Slots	Contract Duration
1	ES3 A	Masters degree (preferably social science, environmental mgt, natural resource mgt, sustainable livelihoods, project management) with minimum of 10 years of experiences in project relevant fields.	1	1 year (extendable based on performance)

Interested applicants may submit the CV and application along with relevant academic transcripts, certificates and other experience documents to the HR focal, Human Resource Division by June 12, 2023. The selection will be based on the qualifications and relevant experience mentioned. Kindly note that only the shortlisted candidates will be called for the selection interview.

The vacancy announcement was approved during the 588th HRC Meeting held on May 23, 2023.

For any queries, please contact focal HRO at wangmo@moal.gov.bt/ 332516 during office hours.

Human Resource Division

Copy to:

1. Chief ICTD, with request to upload on MoAL website
2. Director, DoA for kind information
3. E file

Specific responsibilities will include but not limited to:

Manage and coordinate the implementation of the project activities in accordance with the approved project document, annual work plans and budgets;

Examine and verify annual work plans and budgets for onward submission to the PSC for perusal and approval;



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Monitor project progress and oversee the preparation of technical and financial progress reports in accordance with the requirements of the project document and update PSC accordingly;

Organize PSC meetings, annual project review and planning meetings including the preparation and notification of agenda and circulation of documents necessary for these meetings at least two weeks in advance;

Ensure that the minutes of PSC meetings are produced and circulated within a week after such meetings are held;

Liaise with the National Implementing Entity (NIE) and Designated Authority (DA) for project management matters;

Provide guidance to the project team and the stakeholders involved in the project.

Liaise with Executing Entities on the smooth implementation of activities;

Network with other relevant agencies and projects and establish linkages for learning and sharing experiences and developing synergies;

Facilitate mid-term and terminal evaluations of the project;

Conduct annual monitoring of project sites to appraise project implementation and related issues in interaction with local project stakeholders;

Manage other related technical, policy and project implementation tasks in the areas of climate induced stressed adaptation;

Manage and monitor the project risks initially identified and submit new risks to the PSC for review and decision on possible actions and update the status of the risks by maintaining the project log;

Commission joint monitoring as and when required;

Identify, analyse, document best practices and lessons learned from the project implementation and then share with stakeholders that might be beneficial to smooth functioning of the project.

Knowledge management: liaise with broadcast and print media to disseminate project events and activities of interest;

Manage both print and digital knowledge repository.

Qualification, Experience and Requisite Skills



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Master's degree, preferably in the field of social science, environmental management, natural resource management, sustainable livelihoods, or rural development, and project management;

Minimum of ten years work experience in project-relevant field(s) preferably with at least five years in a project management setting;

Knowledge and management experience with project management methodologies including, project planning, results-based management, and reporting;

Ability to analyze impacts of socio-economic components with climate induced water stressed issues;

Sound understanding of climate change adaptation and sustainable livelihoods, and associated issues;

Sound understanding of integrated landscape-based approach for Climate-induced Water Stresses Integrated Landscape Management, and community development;

Very good language skills in English (writing, speaking and reading) and in Dzongkha (speaking and reading);

Very good inter-personal skills;

Very good computer skills.

Remuneration

Nu. 100,000/- (One Hundred Thousand) per month.