

Terms of Reference

The Biodiversity Officer will lead the Biodiversity Information Management Programme (BIMS) of the National Biodiversity Centre and serve as the National Biodiversity Strategies and Action Plan (NBSAP) Coordinator. The incumbent will strengthen national biodiversity information systems, coordinate biodiversity data management and reporting, facilitate evidence-based biodiversity planning, and support the implementation and monitoring of Bhutan's biodiversity commitments under national and international frameworks.

Key Responsibilities

The successful candidate shall be responsible for:

- Coordinating the Biodiversity Information Management Programme of the National Biodiversity Centre.
- Coordinating the implementation, monitoring, and reporting of the National Biodiversity Strategies and Action Plan (NBSAP), using the online NBSAP Monitoring & Evaluation Dashboard and other means.
- Managing and strengthening national biodiversity information systems, including the Bhutan Biodiversity Portal and biodiversity databases.
- Coordinating biodiversity data collection, validation, standardisation, analysis and dissemination.
- Developing biodiversity statistics and knowledge products to support planning and decision-making.
- Facilitating biodiversity information sharing and collaboration among government agencies, research institutions, academic organisations and development partners.
- Preparing technical reports (including annual reports), policy briefs, project proposals and publications.
- Promoting biodiversity informatics, citizen science and digital innovations for biodiversity conservation.
- Supporting resource mobilisation, project development and partnership building.
- Coordinate and facilitate official visits to the Centre, providing visitors with relevant information and guided tours of the facilities.
- Serve as the Centre's media focal person, overseeing media engagement and ensuring the timely dissemination of news, updates, and other relevant information through appropriate communication channels.

- Performing any other duties assigned by the management.

Minimum Qualification

Preference will be given to the applicants who possess a **minimum of a Bachelor's degree** in one of the following fields:

- Biodiversity Conservation
- Life Science
- Ecology
- Environmental Science
- Environmental Management
- Natural Resource Management
- Forestry
- Conservation Biology
- Or other closely related disciplines.

A postgraduate qualification in a relevant field will be an added advantage.

Minimum Experience

Applicants shall have a minimum of **three (3) years** of relevant professional experience in one or more of the following areas:

- Biodiversity conservation and management;
- Environmental or natural resource management;
- Biodiversity assessment, monitoring and research;
- Biodiversity information management and biodiversity databases;
- Biodiversity data management, analysis and reporting;
- Coordination of biodiversity/conservation programmes, projects or national initiatives.

Reporting Relationship

- Administrative Supervisor: Programme Director, National Biodiversity Centre.
- Technical Supervisor: Biodiversity Specialist
- Functional Relationship: Works collaboratively with all programmes of the National Biodiversity Centre, relevant ministries, agencies, academic institutions, development partners and other stakeholders in implementing biodiversity information management and NBSAP activities.

Eligibility Criteria

Interested in-service civil servants fulfilling the eligibility requirements for lateral transfer prescribed under the **Bhutan Civil Service Rules and Regulations (BCSR) 2023** are encouraged to apply.