

NATIONAL BIODIVERSITY CENTRE
Ministry of Agriculture and Livestock
Terms of Reference

Main Purpose of the Position

The Biodiversity Officer will assist in the management of the Biodiversity Information Management Programme (BIMS) of the National Biodiversity Centre and the activities of the National Biodiversity Strategies and Action Plan (NBSAP) Secretariat.

Key Responsibilities

The successful candidate shall be responsible for:

- Coordinating the activities of 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 the 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.
- Coordinating and facilitating official visits to the Centre, including providing visitors with relevant information and guided tours of the facilities.
- Coordinating media engagement and ensuring the timely dissemination of news, updates, and other relevant information through appropriate communication channels.
- Perform any other duties assigned by the management.

Minimum Qualification

Applicants shall possess a **minimum of a Bachelor's degree** in one of the following fields:

- Life Science
- 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.

Desirable Competencies and Skills

Preference will be given to candidates with:

- ICT skills, including database management, web-based information systems, dashboard development and data visualisation;
- Experience in managing biodiversity databases, biodiversity portals or digital information systems;
- Knowledge of Geographic Information Systems (GIS), remote sensing and spatial analysis;
- Experience with biodiversity data standards such as GBIF and Darwin Core;
- Knowledge of the Convention on Biological Diversity (CBD), Kunming-Montreal Global Biodiversity Framework (GBF) and Bhutan's NBSAP;
- Technical report writing and Scientific publication;

Reporting Relationship

- Administrative and Financial 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.