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Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in
Conservation of the Kingdom's Environment

4. Develop/update detailed Action Plans for the project in collaboration with the project staff, SLD and SHCD Chiefs and submit a copy to PDD.
5. Supervise and routinely monitor implementation of projects/programs and ensure timely and quality delivery of project outputs and submit the report to SHCD Chief, SLD Chief, Director PDD and ED.
6. Coordinate with other divisions for necessary support.
7. Ensure compliance of programs/projects to agreements, MoU, and regulations and apprise to the Director PDD or Executive Director.
8. Prepare ToR and drafts contract agreements for external consultant services and partners in consultation with Chief SHCD and Chief SLD.
9. Facilitate the project's administrative requirements with guidance and support of Administrative and Human Resource Division.
10. Ensure that project funds are utilized and accounted for in a manner that is most efficient and acceptable to established financial regulations. Review budget and activity progress at least monthly to check :- if the expenses are made as per the budget and activity plan; if there is over spending or under spending etc and accordingly make recommendation to the project staff to address the issue/s. For bigger issues not resolved within the project, inform PDD or management.
11. Verify claims against outputs of staff for payments.
12. Verify bills, receipts, vouchers, etc. related to the project and field expenses.
13. Ensure rapport and coordination among the project officers and facilitate to mediate and address day-to-day minor administrative and management issues related to the project.

II. Reporting

1. Prepare donor reports based on the field reports and information submitted by the project officers or partners. Submit the same to PDD for review and onward submission to the donors.
2. Liaise and keep the project donor updated through PDD of the project implementation status or issues affecting project implementation and any other queries that relates to activity implementation.
3. Ensure that the Project Officers and the partner agencies involved in the project submit timely and quality field reports.
4. Report monthly to SHCD, SLD Chief and PDD regularly on the status of the project and seek their advise to ensure smooth management and implementation of project programs.
5. Assist the Chief, SHCD and Chief SLD to prepare annual Division Target and achievement report for annual program review.

III. Monitoring and Evaluation

1. Monitor daily progress of project programs (field & desktop) to ensure timely and quality delivery of outputs and submit the report to SHCD Chief, SLD Chief, Director PDD and ED.
2. Undertake field visit to validate and understand project progress in the field.

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3. Collaborate with the Program and Development Department for evaluation of the projects
4. Assess achievements of annual individual performance targets of project/field personnel.

IV. Networking and partnership building

1. Ensure effective partnership and communication with partners and stakeholders including community.
2. Facilitate the participation of donors, partners, and stakeholders in regular project activities and meetings in consultation with the Executive Director and management.
3. Undertake other duties and responsibilities as delegated by the management.

C. Minimum Qualification and experience/skills required

- Hold a minimum of Master's Degree in Environmental Science/Life Science/forest science/natural resource management/Sustainable development, with minimum 5 years of working experiences
- Have minimum 8 years of experience in project development, planning, and management.
- Excellent skill in organizing and coordinating diverse activities, analytical thinking, ability to work in a team with initiative and resourcefulness.
- Possess negotiation, conflict management, and networking capabilities
- Has strong leadership and advocacy skills
- Excellent writing and speaking skills (English and Dzongkha)
- Basic computer skills