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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

Program Specialist

Position Title: Program Specialist, ES-3

Employer: Department of Program Coordination and Climate Change,
Royal Society of Protection of Nature

Work Station: Thimphu

Employment Type: Regular Contract

Duration: Initial 5 years and extension based on performance

Introduction

RSPN is one of the oldest citizen-based Non-Governmental Environmental Organizations (NGO) established in 1987 with an aim to conserve the country's pristine environment and rich biodiversity. In the past 35 years, RSPN had made a considerable stride in the area of nature conservation, local community livelihood enhancement and increasing resilience to climate change based on active and mutual partnership between the RSPN and its partners, including donors, government and local communities. The work of RSPN is guided by its strategic plan document and its six thematic areas which includes (1) Species and habitats (2) Wetlands and freshwater (3) Climate change mitigation and adaptation (4) Waste and pollution (5) Sustainable livelihoods (6) Environmental education. The thematic areas are closely intertwined with the country's five-year plan, emerging national priorities and Sustainable Development Goals.

Drawing inspiration from the RSPN 6 Thematic areas, RSPN is mobilizing resource through project proposal development and managing projects funded by various donors and well wishers. RSPN also ensures that all its projects bring transformational change and meet results.

Roles and Responsibilities

The Program Specialist supports the work of the Department of Program Coordination and Climate Change (DPCCC) and reports directly to the Director of the Department and to the Management Team when needed. The key roles of the position include, but not limited to:

- Lead the development of project proposal and submission of project proposals to relevant donors for financing
- Overseeing the management and implementation of International Climate Initiative (IKI) projects and ensuring that the project is implemented on time and intended results are realized
- Monitoring and evaluation of projects, including International Climate Initiative (IKI) project and ploughing back the monitoring and evaluation findings to the future program and proposal development.



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- Providing technical inputs and analysis to the RSPN Management on proposal development, M&E and any matters relating to IKI project

Specific Responsibilities

- Provide inputs and technical advice to the Divisions to prepare funding proposals, concept note, project ideas for submission to the Department and donors
- At the Department, take a lead role in developing and fine-tuning project proposals and project ideas received from the Division, Department or the Management and submit it to donors based on their requirement and specification.
- Coordinate and liaise with the relevant Government Agencies and donors to develop funding proposals;
- Monitoring of projects at a strategic level and commission evaluation at a programmatic level and disseminate its findings for mid-course correction and improving future programming and planning of projects
- Liaise closely and maintain good rapport with the relevant Government counterparts
- Assume other responsibilities as and when assigned by the Management

IKI project (Developing Ecosystem-based Solution for Managing Biodiversity Landscape in Bhutan)

- Oversee and coordinate management and implementation of the IKI project
- Coordinate and harmonize the implementation of different programs under the IKI project namely: -WBH Conservation (including ESRAM) Program and Sustainable Livelihood Program comprising of Community-based Ecotourism, Agro-ecological Farming, Human-Wildlife Conflict Management, Water Conservation and Management, Bee-keeping and Fishery.
- Supervise and guide project staff
- Supervise and routinely monitor implementation of projects/programs and ensure timely and quality delivery of project outputs and submit the report to the Department
- Coordinate with other Divisions and seek necessary support to avoid duplication and add synergy
- Ensure compliance of programs/projects to the agreements, MoU, and regulations and apprise the Director/Management where needed.
- Prepare ToR and drafts contract agreements for consultancy services.
- Ensure that project funds are utilized judiciously and accounted for in a manner that is most efficient and acceptable to established financial regulations.
- Resolve project issues and escalate to the Department or the Management if unresolved at the project level.
- Coordinate to prepare and submit project reports to the donor on time

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E-mail: rspn@rspnbhutan.org :: Web: <http://www.rspnbhutan.org>



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- Coordinate any matters relating to IKI project, including timely conduct of IKI project steering committee meeting

Qualification and Requirement

- A minimum of Master's Degree in Environmental Science/Life Science/forest science/natural resource management/Sustainable development, with minimum 10 years of work experience
- A Minimum of 5 years of experience in project development, programming and project management.
- Willing to cooperate in the team and contribute towards organizational harmony is essential
- Critical thinking, skills in negotiation, conflict management and networking, basic IT skills and expertise in data analysis shall be an added advantage.
- Demonstrated strong leadership, team building and publicity and advocacy skills
- Conversant in English and Dzongkha, both in written and oral
- Willing to work with diverse groups, including with communities, agencies and local governments

Documents required

1. CV
 2. Security clearance
 3. CID
 4. Experience certificates
 5. Forwarding letter
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