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ROYAL GOVERNMENT OF BHUTAN
Ministry of Finance
Directorate of Services
HUMAN RESOURCE DIVISION
Thimphu: Bhutan



MoF/HRD-DoS/2(5)/2022/816

April 11, 2022

Vacancy Announcement

In accordance with the 188th HRC decision dated April 11, 2022, the Ministry of Finance is pleased to announce the vacancy for the post of Project Manager at Project Management Unit (PMU), Department of National Budget (DNB) to implement Joint SDG Fund Programme titled “Building a Bhutan Integrated National Financing Framework for the Sustainable Development Goals (SDGs) and Gross National Happiness (GNH)” on contract as per the details given below.

Place of posting	Contract Type	Duration	Qualification	Other requirements
PMU, DNB, MoF, Thimphu	Time-bound project-based contract	1 year (Extendable)	<ul style="list-style-type: none">Bachelor’s Degree in Economics/ Commerce/Public Policy/ Business/ Finance. Preference will be given to candidates with Master’s Degree in Economics/Commerce/Public Policy/ Business/ Finance	<i>Refer the Terms of Reference</i>

Interested and eligible candidates may submit their application (online) along with the following documents to HR Division **on or before April 25, 2022** via **google form** ([click here for link](#)). *Hard copies shall not be accepted.*

- Curriculum vitae;
- Academic Transcripts and Certificate for Bachelors Degree and Masters Degree (If any);
- Valid Security Clearance Certificate (HRD will verify online);
- Valid Medical Fitness Certificate;
- Valid Citizenship Identity Card Copy;
- No Objection Certificate from the employer, if employed; and
- Any documents stating relevant work experiences and trainings, if any.

For any clarification, please contact HR Division, MoF at 322268/334711/321568 during office hours.



Human Resource Division



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Terms of Reference (ToR)

I. Position Information

Job title	Project Manager
Supervisor	Project Management Unit, Department of National Budget, Ministry of Finance
Duration	1 year with possibility of extension
Project	Joint SDG Fund Programme

II. Project background

The Royal Government of Bhutan (RGoB) in collaboration with the UN Resident Coordinator's Office, UNDP, and UNICEF is implementing a UN SDG Fund Joint Programme titled "Building a Bhutan Integrated National Financing Framework for the Sustainable Development Goals (SDGs) and Gross National Happiness (GNH)". The programme aims to contribute to the achievement of the SDGs and GNH by strengthening the overall financing ecosystem of Bhutan leveraging financing solutions aligned with both responses to COVID-19 and longer-term investments in a sustainable future. By establishing a sustainable financing strategy underpinned by a coherent and coordinated financing framework, it is envisaged that Bhutan will be able to: attain optimal allocation of its limited public resources; attract private investment into sustainable development priorities, including to respond to COVID-19; facilitate a smooth and sustainable graduation from the LDC category; strengthen gender-responsive approaches to financing and promote gender equality; and build resilience to threats posed by climate change and health crises.

The Joint Programme implementation is steered by the Department of National Budget (DNB), Ministry of Finance in close collaboration with GNHC and other implementing partners, RCO, UNDP and UNICEF. Therefore, a dedicated person as a Programme Officer to manage the SDG Fund Joint Programme attached with the PMU, DNB and jointly reporting to the UN partners will be recruited. The Programme Officer will work under the direct supervision of the Budget Officer, housed under the DNB Office. The incumbent will also work under the direct supervision of the Budget Officer and liaise with the GNHC, UNDP and UNICEF representatives

III. Functions / Key Results Expected

Under the overall guidance of the Project Steering Committee (PSC) and the Chairperson of PSC, Director, Department of National Budget, MOF, Chief Budget Officer, DNB, and development partners (UNDP/UNICEF) the Programme Officer will be responsible for the day-to-day project management including regular monitoring of project results and risks, and knowledge management among others.

The key duties and responsibilities include but not limited to the following:



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1. Overall programme management and delivery

- Overall management of day-to-day activities of the Joint Programme, including correspondences within and outside DNB, GNHC and UN Offices;
- Coordinate with all the stakeholders for programme activity implementation, reporting to PMU, GNHC, and UN agencies on production of key milestones as per the Joint Programme Document;
- Prepare and revise detailed annual work and financial plans, as required by the Programme Document and in consultation and agreement with all the partners;
- Support recruitment of technical experts, including framing terms of references and assisting with the identification and selection of consultants in coordination with PMU, and implementing partners;
- Coordinate the work of consultants by providing technical inputs to ensure outputs are delivered on time, within the set budget, and to high quality standards;
- Facilitate procurement of goods and services following RGOB or UN guidelines as appropriate;
- Organize project steering committee meetings four times a year to present progress, issues and risks of the project and seek approval of the Annual Work Plans; ensure timely preparation of agenda, background materials and prepare minutes of the Board Meetings; follow-up on the minutes of the PSC and ensure that the directives are implemented; and
- Organize relevant workshops/seminars/meetings in consultation with PMU, GNHC, UN agencies and stakeholders.

2. Monitoring, evaluation, and reporting

- Prepare programme progress reports—financial and narrative reports—annual, midterm, quarterly or as and when required—and final consolidated progress reports and submit to the relevant agencies including the Joint SDG Fund Secretariat;
- Propose and establish adequate monitoring procedures throughout project activities, including field visits as and when required in close collaboration with PMU, GNHC, and UN partners for timely delivery of results;
- Ensure that the standard UN and RGOB requirements are fulfilled to the highest quality which includes regular monitoring of the results framework indicators for evidence-based reporting;
- Identify key programme implementation issues including expected delays and provide debottlenecking support for smooth implementation;
- Review and provide substantive inputs including comments, feedback, and background research on assessments and reports;
- Facilitate the terminal evaluation of the Joint Programme, including the development of management responses;



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3. Knowledge Management and Communications

- Develop and submit briefing notes, press releases, web articles, human interest stories and other media products in collaboration with PMU, GNHC, and UN partners and communicate to relevant agencies;
- Facilitate the preparation of programme communication plan including key communication activities with timelines in close collaboration with the communications officials of the Government and UN agencies;
- Provide background research and information for key policy/ executive briefs/op-eds/ and knowledge products based on the assessments/reports from the joint programme;
- Promote information sharing and ensure optimal flow of information on the initiatives, project and related issues.
- Identify, analyze, document best practices and lessons learned from the project and share with stakeholders to improve the performance/ increase the effectiveness of the project implementation.

IV. Key deliverables (products and processes)

- Detailed Work Plan and budget agreed by all partners;
- Planned activities are carried out in line with timelines and required quality standards;
- Project Steering Committee meetings organized and decisions of PSC executed;
- Steering Committee Meeting Minutes documented;
- All consultants recruited and ensured deliverables as scheduled;
- Technical inputs provided to assessments and reports;
- Financial and narrative reports (annual, midterm, quarterly) and final consolidated progress reports submitted to the Joint SDG Fund Secretariat through the UN partners;
- All workshops and events organized in line with work plan and well documented;
- Briefing notes, press releases, web articles and any other products related to the project submitted as required by the Programme Document and communicate to PUNOs and RCO and Fund Secretariat and RGoB implementing partners;
- Communication plan developed and implemented;
- Knowledge products (policy/executive briefs etc) published;
- Conduct and terminal evaluation of the Joint Programme, including writing of management responses.

V. Competencies

- Ability to multi-task, good inter-personal skills and flexible attitude and work well under pressure;
- Highly organized, sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
- Ability to maintain overview in complex work situations, self-starter.
- Able to gather and process data and information.
- Display astute and empathy;
- Creative, innovative and provide logical reasoning and solution to the problems;



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- Maintains professional relationships with supervisors, co-workers and clients.
- Proficiency in using computer applications (word processing, spreadsheet, presentations, project planning, e-mail, etc.)
- Demonstrated project management skills and ability to coordinate different stakeholder groups; ability to take initiative and to work independently, as well as part of a team;
- Excellent communication skills with ability to express ideas clearly, concisely and effectively, both orally and in writing; and
- Good facilitation and presentation skills and ability to represent the organization at seminars, workshops and other events.

VI. Experience and Qualifications

Qualification

- Bachelor's Degree in Economics/Commerce/Public Policy Business/Finance.
- Master's Degree in Economics/Commerce/ Public Policy Business/Finance will be an advantage.

Experiences

- At least 5 years of proven experience with Bachelor's Degree or 3 years of experience with Master's Degree, preferably in projects/programme management and implementation, monitoring and evaluation, public financial management, economic development, and strategic planning among others;
- Familiarity with the national planning, public financial management, and development finance will be an advantage;
- Excellent communications skills particularly report writing, press releases, policy briefs, and op-eds among others.

Language

- Excellent written and oral communication in English and Dzongkha

VII. Pay and Allowances

Lump sum consolidated pay ranging from Nu. 50,000/- to Nu. 70,000/- per month to be fixed based on seniority, area of expertise, and number of experience in the similar field besides the required qualification.