

## **Terms of Reference for Project Coordination Officer**

**Position Title: Project Coordination Officer for GoI Assisted Projects**

**Job Posting: DCDMD, DMDF, MoF, Thimphu, Bhutan**

**Employment type: Contract**

**Position Level: P5 (A)**

### **I. Background:**

The Government of India (GoI) has been associated with Bhutan's development since the start of the latter's first Five-Year Plan (FYP) in 1961 and GoI continues to be Bhutan's main Development Partner. GoI has a total support of Nu. 45,000 million in the 12th Five Year Plan. The support caters to 83 Project Tied Assistance (PTA) projects, implemented by the Central Agencies and 524 Small Development Projects, implemented by the Local Governments.

The DCDMD under DMDF has to report and provide timely information to GoI. In order to ensure smooth implementation and timely reporting to GoI, we have to monitor, both physical and financial, the progress of all the projects. Therefore, a Project Coordination Officer is required to ensure rigorous monitoring and timely reporting on the project implementation status to ensure timely release of funds from the GoI.

The Project Coordination Officer will work under the direct supervision of the focal officer, GoI Desk, DCDMD and Director, DMDF. Accordingly, the Project Coordination Officer will report directly to the DCDMD officials under which they are assigned.

### **II. Specific Tasks:**

The Project Coordination Officer shall be responsible for the following:

- a. Effectively liaise with the sectors and LGs on issues related to PTA/SDP projects;
- b. Monitor the overall PTA and SDP projects in accordance with the approved annual work plan and budget;
- c. Ensure follow-up on fund disbursement, incorporation and release;
- d. Ensure follow-up on the recommendations of the Plan Talks, SDP Committee, Empowered Group and Project Monitoring Committee;
- e. Compile quarterly financial reports, semi-annual progress report and annual progress report.
- f. Follow-up and ensure timely conduct of annual audit of PTA/SDP projects.
- g. Ensure follow-up on the observations of the audit reports of PTA/SDP projects.
- h. Participate in PMC, SDPC and Plan Talk meetings.
- i. Ensure rigorous monitoring of the PTA and SDP projects including visit to project sites on a regular basis.
- j. Report constraints, problems and bottlenecks encountered/likely to be encountered by the PTA and SDP projects that would impede its progress.
- k. Maintain up-to-date records of project finances and expenditures;
- l. Any other assignment assigned by DMDF.

### **III. Qualification & Experience:**

- a. Minimum Bachelor's Degree
- b. Minimum score of 55% in BCSE or as determined by HRC
- c. Preference will be given to those with prior experience and knowledge on planning and project management;

### **IV. Duration and Remuneration:**

- a. Selected candidate will be placed at position level equivalent to P5(A)
- b. The selected candidate will be appointed for a period of one year and shall be renewed based on his/her performance.
- c. Salary will be fixed at recruitment position level with 30% contract allowance and other applicable allowance and increment as per prevailing BCSR.
- d. Salary shall be subject to Tax Deducted at Source (TDS) as per the Income Tax Act of the Kingdom of Bhutan.