

Terms of Reference for Project Coordination Officer

Position Title: Project Coordination Officer for GoI Assisted Projects

Job Posting: DMDF and DPBP 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 the total support of Nu. 100,000 million in the 13th FYP including Nu. 15,000 million for ESP. The support caters to Project Tied Assistance (PTA) Projects, implemented by the Central Agencies and Small Development Projects, Implemented by the Local Governments.

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

II. Specified Tasks

The Project Coordination Officer shall be responsible for the following:

- a. Effectively liaise with the central agencies 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 recommendation of the Plan Talks, SDP committee, Empowered Group and Project Monitoring Committee.
- e. Compile quarterly financial reports, semi-annual progress reports.
- f. Follow-up and ensure timely conduct of annual audit of PTA/SDP projects.
- g. Ensure follow-up on the observation 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 the management.

III. Qualification and Experience

- a. Minimum of Bachelor's Degree
- b. Preference will be given to those with prior experience and knowledge on planning and project management.

IV. Duration and Remuneration

- a. The selected candidate will be placed at position level equivalent to P5(A)
- b. The selected candidate will be appointed for an initial period of two years 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.