

Overview

1. Position Title: Program Coordinator
2. Project: “Strengthening capacities and enhancing climate data and services in Bhutan to scale-up climate financing from multiple sources”
3. Division: Development Coordination and Debt Management Division
4. Employer: Department of Macro-fiscal and Development Finance, Ministry of Finance
5. Work station: On-site, Thimphu
6. Employment Type: Contract
7. Period: 2 years

Term of Reference

1. Introduction

The Department of Macro-fiscal and Development Finance (DMDF) is responsible for coordinating, formulating, and monitoring macro-fiscal affairs in the country. DMDF is the nodal agency for development finance and public debt management in the country. It oversees the ownership interests of the government in the enterprises with government shareholding. The department comprises three divisions namely:

- A. Macro-fiscal Division,
- B. Development Coordination and Debt Management Division (DCDMD) and
- C. Investment and Corporate Governance Division.

DCDMD is one of the divisions under the DMDF which delivers the roles of development coordination and debt management in the country. One such portfolio in the DCDMD is climate financing, steering development partners like the Green Climate Fund (GCF) and performs the function of the National Designated Authority (NDA) of the GCF.

Under the GCF programming, Bhutan submits proposals to access resources from the GCF’s Readiness and Preparatory Support Programme (RPSP) through the Delivery Partner. Under the 2023 RPSP, the Royal Society for Protection of Nature (RSPN) has accessed resources to implement the project titled “*Strengthening capacities and enhancing climate data and services in Bhutan to scale-up climate financing from multiple sources*”. One of the outputs of this project is the enhancement of the climate finance unit within the office of NDA through the recruitment of two program coordinators.

2. The Position Overview:

The Program Coordinator will be responsible for planning, implementation, coordination, monitoring, and evaluation of programs and projects within the portfolio assigned in the DCDMD. This role is anchored on strong organizational skills, attention to detail, and the ability to coordinate activities across various stakeholders and different areas of support. The program coordinator must also ensure high-quality project-specific and portfolio data, which are updated regularly and timely. He/she must also have data-analyzing competencies to distill and disseminate important trends and lessons that will improve the portfolio performance and keep stakeholders constructively engaged.

Key Deliverables

1. Coordinate development and implementation of program/project plans, ensuring alignment with divisional objectives and national priorities as stipulated in the Five-Year Plan.
2. Monitor progress on program/project milestones, identify risks, and recommend mitigation strategies to ensure timely delivery of the approved and ongoing projects under the assigned portfolio.
3. Facilitate communication and collaboration among stakeholders and development partners for resource mobilization and program implementation.
4. Support preparation of regular reports on programs and update project status highlighting financial and physical progress besides documentation of lessons learned with respective PMUs.
5. Contribute to development of funding proposals, budgets, and resource allocation plans for program/project activities within DCDMD.
6. Assist in preparation of presentations, briefs, and other communication materials for assigned portfolios.
7. Coordinate collection and analysis of data for monitoring and evaluation purposes, and use findings to inform decision-making and improve effectiveness in future programming.
8. Support the representatives of DMDF to project boards and steering committees within the respective portfolio.

Working Relationships

Reports to the Chief of DCDMD and/or Director of DMDF and updates them regularly on projects/ portfolios that the program coordinator is entrusted with.

Coordinates with the Project Management Unit (PMU) and the principal RGoB agencies for projects under development/ implementation within the portfolio assigned.

Liaise on with the Department of Treasury and Accounts (DTA) and Department of Planning, Budget and Performance (DPBP) under the Ministry of Finance to ensure seamless funding flow besides working with the Department of Immigration, Ministry of Home Affairs (MoHA), and Ministry of Foreign Affairs and External Trade (MFAET) for matters associated with technical missions from development partners. .

Interacts frequently with development partners for any projects under his/her portfolio.

Qualification and Experiences

Pre-requisites to apply for the post:

Minimum of university degree in the field of project management, business administration, environment, sustainable development, public administration, public finance and development management, or other relevant fields.

Competencies

1. Strong understanding of project management principles, including planning, budgeting, monitoring, and evaluation.
2. Ability to plan/work on multiple-assignments, juggle competing demands, and work under pressure of frequent and tight deadlines and with minimal supervision
3. Excellent communication (spoken and written) and interpersonal skills, with the ability to effectively engage with diverse stakeholders at all levels.
4. Proficiency in data analysis and report writing, with experience using relevant software tools (e.g., Microsoft Office suite, project management software).
5. Ability to lead the team in complex situations and resolve problems and conflicts amicably and easily.
6. Experiences in the mobilization of resources from development partners and multilateral climate finance will be an advantage.

Terms of Employment

1. The Program Coordinator will be appointed on a full-time basis, with a probation period of 6 months.
2. The initial contract duration will be 24 months, with the possibility of extension subject to performance and funding availability.

Evaluation

Performance will be evaluated regularly through ongoing feedback, annual appraisals, and periodic reviews followed within the Civil Service System

Remuneration

- a. The selected candidate will be placed at position level equivalent to P5(A)
- b. Salary will be fixed at recruitment position level with 30% contract allowance and other applicable allowance and increment as per prevailing BCSR.
- c. Salary shall be subject to Tax deducted at source (TDS) as per the Income Tax Act of the Kingdom of Bhutan.
- d. Eligible for TA/DA and leave as per prevailing BCSR (2023)

Premature Termination of Contract

The contract of the employee would be terminated prematurely on the following grounds:

1. Non-delivery of the duties and roles specified in the ToR.
2. Disciplinary issues such as disruption of harmony and teamwork.
3. Medical conditions and disability render him/ her incapable of performing duties.
4. Discontinuation of financing from the financing source.
5. The termination of employees under these circumstances shall be in effect upon the concurrence and endorsement from the HRC of the MoF.

Mandatory Documents

1. Job application
2. Curriculum Vitae

Department of Macro-fiscal and Development Finance, Ministry of Finance
Terms of Reference for the Program Coordinator

3. Authenticated copy of degree certificate (s)
4. Copy of valid Citizenship ID card
5. Valid Security Clearance Certificate (approved online).
6. Valid Audit Clearance, if applicable
7. At least 2 referees
8. No objection certificate/ letter from the employer, if employed
9. A valid medical certificate
10. Any other relevant certificates

Non-submission of any of the above documents may lead to rejection of the application.