Bhutan Trust Fund for Environmental Conservation

Terms of Reference for Senior Program Officer

Bhutan Trust Fund for Environmental Conservation (BTF) is an independent grant making organization, mandated by Royal Charter of 1996 “For the promotion of social welfare through environmental conservation of the forests, flora, fauna, wildlife, diverse ecosystems and biodiversity in Bhutan.” BTF is a globally pioneering organization concerned with the environmental health of Bhutan, and sustainability of program interventions. It is governed by a Management Board, and its operations are managed by a small, full-time secretariat.

The Management Board seeks a highly qualified and committed Bhutanese environmental specialist to serve as the Senior Program Officer (SPO), to assist the Director to oversee BTF’s environmental conservation grants program.

I. Job description:

1. The SPO will play a leadership role in the continued growth of the organization by designing and implementing environmental management programs. Under the supervision of the Director, the SPO will assist with the direction, management and coordination of program activities, and ensure that business strategies and grant making are grounded in sound science and business management to enhance cost-effectiveness of BTF’s philanthropic efforts;

2. Systematically monitor, analyze, and evaluate the performance of all activities in accomplishing program and organization objectives, and assist program staff in reporting these results to the Board, donors, and general public. Keep the organization informed on pertinent program issues and regulatory matters;

3. Monitor technical information, policy developments, issues, and trends related to national environmental management and advise the director on pertinent issues, and provide essential input for program review and evaluation;

4. Monitor, analyze, and evaluate regularly and systematically the performance of all activities in accomplishing program and corporate goals. Utilize technical and analytical skills to provide technical assistance to projects, and ensure that grants yield useful information and lessons-learned;

5. Provide technical assistance in reporting program outputs and results to the Management Board, and concerned stakeholders;

6. Prepare or review all program information through preparation of monitoring reports and policy papers, brochures, periodic reports, articles, presentations at symposia and arranging special seminars.

7. Keep abreast of professional developments and maintain a rigorous professional life through regular specialized training and professional interaction, conduct field research, publish articles in journals, or participate in associations.
II. Working relationships:

8. The SPO will be part of BTF’s Management Team, along with the Director and Chief Financial Officer;

9. Report to the Director and regularly update him/her on all program matters, and advise on any pertinent issues;

10. Interact regularly with central and local government, non-government, development agencies, peers, scientists, and grassroots stakeholders to advise, plan, and design collaborative or interactive projects, and ensure projects are based on sound environmental science;

11. The SPO will be assisted in his/her responsibilities by a program officer, assistant program officer, support staff and specialist consultants, the latter when required.

III. Qualifications, skills and abilities:

12. PhD or Masters degree in environmental management or natural resources management from a globally reputed university, with at least seven years’ practical work experience, preferably with project management experience. No work experience necessary if candidate has a PhD;

13. Strong leadership and management skills, excellent technical analysis, oral and written communication skills in Dzongkha and English, and a demonstrated capability to work and communicate with both scientists and non-scientists.

14. Ability to translate objectives and results among different groups, including social scientists, natural scientists, business people, rural communities, and others.

IV. Compensation:

15. As part of BTF’s Management Team, along with the Director and Chief Financial Officer, the position of Senior Program Officer is to be filled on contract for five years, renewable by mutual consent with the Management Board;

16. A candidate may be eligible for one of three starting monthly salaries as per his/her minimum qualification and minimum experience:

<table>
<thead>
<tr>
<th>Level</th>
<th>Minimum qualification</th>
<th>Minimum experience</th>
<th>Starting monthly pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>PhD/CPA/CFA/Masters</td>
<td>5 years / 11 years</td>
<td>Nu. 48,300</td>
</tr>
<tr>
<td>II</td>
<td>PhD/CPA/CFA/Masters</td>
<td>3 years / 9 years</td>
<td>Nu. 41,700</td>
</tr>
<tr>
<td>III</td>
<td>PhD/CPA/CFA/Masters</td>
<td>Nil / 7 years</td>
<td>Nu. 36,000</td>
</tr>
</tbody>
</table>

17. Highly attractive benefits.