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ROYAL GOVERNMENT OF BHUTAN  
Ministry of Agriculture & Livestock  
Tashichhodzong, Thimphu: Bhutan



MoAL/HRD/SEC/2/2023/638

November 16, 2023

VACANCY ANNOUNCEMENT

The Ministry of Agriculture & Livestock is pleased to announce the vacancies for the following positions under Commercial Agriculture & Resilient Livelihoods Enhancement Programme (CARLEP), IFAD financed Project based in Wengkhar, Mongar on time bound contract for 2 years:

Sl/No	Position Title	Position Level	Minimum Qualification	Slots
1	Project Support Officer	P5 A	Bachelor's Degree (preferably candidates with good computer knowledge)	1
2	Gender & Knowledge Management Officer	P5A	Bachelor's Degree (preferably candidates with good english writing skills)	1

The interested applicants fulfilling the aforementioned eligibility criteria may submit the application to the Human Resource Division latest by November 30, 2023 during office hours.

Documents required;

1. Duly filled Civil Service Employment Application Form (Form 4/1 from the RCSC website).
2. Academic Marksheet (CI XII and Degree)
3. Valid Security Clearance (to be verified online)
4. Valid Medical Certificate
5. Copy of CID
6. Certificates of experience and excellency if any

## **Terms of Reference for Project Support Officer (PSO)**

### **Purpose:**

The Project Support Officer will provide support to the Programme Management team and help them to deliver on the programme outputs on time, within budget and required quality. She/he shall report directly to the Programme Director (PD).

### **Duties & Responsibilities:**

- Responsible for logistic arrangements of external and internal project meetings, workshops, study tours, visits, travels, and training courses to ensure that they are properly organized and conducted and that minutes are accurately recorded and circulated to related people.
- Prepare contracts with project partners and counterparts upon requirements of the Project Manager, and follow up with the finance team to ensure payments are made on time
- Prepare contracts with suppliers, service providers, and consultants upon requirements of the Project Manager, ensure compliance with contract management procedures of the organisation, and follow up with the finance team to ensure payments are made on time
- Provide support to the monitoring and evaluation of the project and preparation of reports when required
- Coordinate on behalf of the Programme with various stakeholder institutions such as Dzongkhags, Gewogs, RLDC, NSC, NSSC, NPPC, etc. who are involved in the programme.
- Documentation of project meetings, workshops and preparing monthly updates to PD/RPIC/PSC.
- Facilitating workshops and meetings with the Programme stakeholders.
- Making logistical arrangements and on-ground support to project activities at the National level
- Facilitate programme meetings and other relevant events or forums on request including invitations, facilities booking, and agenda production, minute-taking and issuing.
- Maintain Programme Calendar.
- Arrange Programme related travel and/or events.
- Generate simple documents such as letters, memos, spreadsheets and presentations.
- Assist the Programme Team in planning and execution of work schedules, programme reviews and programme highlight reports.
- Responsible for ensuring that all project documentation is stored logically and securely in accordance with agreed document management processes.
- Liaise with the CARLEP Liaison office at the Ministry of Agriculture and Livestock for necessary follow-up.
- Assist Finance Division in the Procurement of goods, services and works for CARLEP in line with the loan agreement and the RGoB Financial Manual.

- Other responsibilities may be assigned if required

#### **Qualification and Knowledge requirement**

- Bachelor's Degree
- Good language skills in English (writing, speaking and reading) and in Dzongkha (speaking and reading)
- Very good interpersonal skills
- Proficiency in the use of computer software such as MS Word and MS Excel.
- Ability to work in the field.

#### **Remuneration, Allowances, and Benefits**

- The below benefits are eligible and will be met from the IFAD Grant
  - ✓ Pay and Allowances as per the Pay Revision 2023 and BCSR 2018
  - ✓ 30% Contract Allowance on initial Basic Pay which will be remained fixed

#### **Leave**

- ✓ Eligible as per the BCSR 2018 however, the Head of the Agency (Program Director) will have the authority to sanction the leave based on the situation of the office

#### **Promotion and Increment**

- As per the BCSR 2018

#### **In-country and Ex-country Training/Meetings/Seminars/Workshops**

- As per the BCSR 2018

#### **Contract extension and renewal**

- The contract period has to renew every after one year
- The contract period may be extended based on the performance

## **Terms of Reference for Knowledge Management Officer (KMO)**

### **Purpose:**

The Knowledge Management (KM) officer shall report directly to the Program Director and also assist Monitoring & Evaluation the development and operation of the programme.

### **Duties and Responsibilities:**

Under the guidance and supervision of the Head of Agency (Program Director), the KM officer will carry out the following tasks:

- Take the lead in developing and disseminating quality knowledge products depending on the target audience and information needs. The knowledge products could be in the forms of publications, documented case stories, photo documentation, videos, charts, manuals, etc.
- Capture and disseminate lessons learned, successful case studies, and good practices on a regular basis by adopting various knowledge-sharing methods and tools
- Design and facilitate cross-program learning and best practice transfer within and outside the program through workshops/meetings, documentation, and sharing of lessons learned, media trip, and learning routes.
- Create and maintain knowledge repositories to store and organize articles, reports, and other resources related to the program. Coordinate with all the component managers and implementing units on reportorial requirements and on issues relating to program results, documentation, preparation/consolidation of learning, and preparation/dissemination of communication/learning materials
- Assist the M&E in the coordination of the programme planning, such as consolidation of the AWPB, conducting, preparation and submission of programme reports (such as Annual/Half Yearly Progress Report, RIMS and AOS) and conducting of surveys (such as baseline, AOS and end-line surveys) and programme completion report (PCR).
- Assist M&E in timely data collection and entry, data analysis and report writing
- Analyse gender-disaggregated data and contribute to reporting on gender and KM in the annual progress report and RIMS.
- Closely coordinate with programme Dzongkhags and other agencies of the RGoB for timely generation and collection of programme data/results for which a system will be established.
- Initiate and lead the coordination for implementation and updating of the KM strategy for the programme. Integrate gender indicators into the M&E system and in the AOS surveys to ensure the collection of gender-segregated data on programme activities and outputs
- Conduct gender sensitization/gender capacity building trainings/workshops in the programme areas at least once every financial year;

- Develop and maintain a knowledge database on gender and gender issues, impacts, and strategies on respective sectors serviced by the programme, and raise awareness amongst staff.
- Support and advocate gender mainstreaming efforts in the programme interventions
- Undertake special studies/assessments on gender-related and other themes relevant to the programme.

#### **Qualification and acknowledgment requirement**

- ✓ Bachelor's Degree with basic computing skills. Candidates with BA in English with Environmental science will be preferred
- ✓ Good language skills in English (writing, speaking, and reading) and in Dzongkha (speaking and reading)
- ✓ Very good interpersonal skills
- ✓ Proficiency in the use of computer software such as MS Word and MS Excel.
- ✓ Ability to work in the field.

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