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NATIONAL CENTRE FOR HYDROLOGY AND METEOROLOGY
THIMPHU: BHUTAN

"Centre of Excellence in Hydrology, Meteorology and Cryosphere Science and Services"



NCHM/HRS/2(3)/2025/232

8 January 2025

Vacancy Announcement

The National Centre for Hydrology and Meteorology (NCHM) is pleased to announce the vacancy for the post of Project Manager on contract for the SOFF UNEP Project as detailed below;

Position Title	Slot	Place of Posting	Contract Period	Minimum Qualification	Other Requirements	Pay	Remarks
Project Manager	1	NCHM, Thimphu	36 months and extendable till Project duration	Bachelors of Engineering in Civil	1. Minimum of 5 years of experience in constructions 2. Experience in project management, financial management and procurement management	Monthly payment of Nu. 120,000	<i>Refer to attached ToR for detailed job descriptions and entitlements</i>

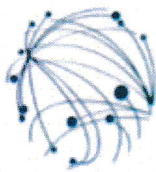
Interested Bhutanese national who fulfils the above announcement criteria may apply for the post with the following documents;

1. Curriculum Vitae
2. Copy of Citizenship Identity Card
3. Relevant academic marksheet and certificates
4. Valid security clearance certificate
5. Valid audit clearance certificate
6. Valid medical fitness certificate
7. Copy of relevant certificates
8. No objection letter, if currently employed

The applications along with required documents must be submitted to HRS, NCHM via email at tyelmo@nchm.gov.bt on or before **21 January 2025**.



TERMS OF REFERENCE (TOR)
FOR
PROJECT MANAGER FOR NCHM, SOFF AND UNEP
PROJECT



SOFF
Systematic Observations
Financing Facility

Weather and climate information for the global public good



National Centre for Hydrology and Meteorology (NCHM)
Royal Government of Bhutan
Thimphu

January 2024



1. Project Overview

The SOFF UNEP Project aims to enhance climate adaptation and resilience through improved environmental and climate monitoring infrastructure. This involves procuring, installing, and managing equipment and capacity building for local stakeholders. The project contributes to regional climate data networks that align with UNEP and SOFF standards.

The SOFF Project will also fund the construction of NFWFC facilities such as the calibration lab and other related structures in NCHM.

2. Objectives

The Project Manager is recruited to oversee and coordinate all project activities to fulfill the following objectives;

- 2.1. To ensure timely and successful implementation in accordance with Ministry of Finance and SOFF-UNEP guidelines
- 2.2. Serve as the primary point of contact for the project for liaising with SOFF, UNEP, SOFF Peer Advisor, NCHM, Ministry of Finance and other key stakeholders

3. Key Responsibilities

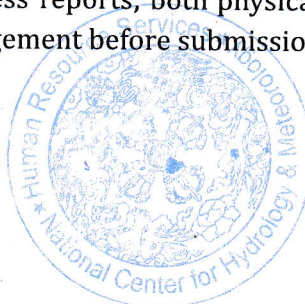
The Project Manager will be responsible for the following key responsibilities in ensuring efficient management and implementation of the project;

- 3.1. Oversee and design project plan and timeline, manage and monitor the project budget, and ensure the proper allocation and efficient utilization of resources
- 3.2. Ensure all activities are aligned with project objectives, timelines and ensure compliance with SOFF and UNEP standards
- 3.3. Liaise and coordinate with relevant government agencies to ensure the integration of the budget into the RGoB's planning process and subsequent planning stages
- 3.4. Prepare and execute the annual work plan, procurement plan, and budget in accordance with NCHM's Annual Performance Agreement



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- 3.5. Prepare and submit periodic physical and financial progress reports of activities as required by UNEP, SOFF, MoF in coordination with NCHM.
- 3.6. Liaise and coordinate with the Ministry of Finance and NCHM to ensure compliance with RGoB and SOFF financial rules and regulations and guidelines.
- 3.7. Maintain regular communication and coordination with UNEP, SOFF, Peer Advisor, NCHM, Government Agencies, Local Governments, and other relevant stakeholders.
- 3.8. Coordinate inception meetings, steering committee meetings, and other relevant stakeholder meetings and engagements.
- 3.9. Assist in the supervision of the construction of the Calibration Lab, NCHM Headquarter, NFWFC, and Scientific Facilities at Yusipang;
- 3.10. Liaise with the Project Management Unit for the construction of NCHM HQ, NFWFC, and Scientific Facilities at Yusipang.
- 3.11. Oversee the construction and installation of the Upper Air Observation System and Automatic Weather Station at Tsirang.
- 3.12. Coordinate with the Procurement Section, NCHM to procure project equipment and instruments, including an Automatic Weather Station (AWS), calibration and upper air balloon systems, and related instruments
- 3.13. Coordinate and obtain the required approvals for the installation of equipment, the construction of the calibration laboratory, and any other necessary clearances from relevant agencies or organizations
- 3.14. Coordinate in-house meetings, including tender and project review sessions
- 3.15. Ensure the effective implementation, monitoring, and evaluation of the project activities
- 3.16. Facilitate and manage the annual auditing process of project activities, addressing audit requirements and ensuring full compliance and transparency
- 3.17. Monitor and manage project risks effectively and review and submit appropriate resolutions to the Project Steering Committee, SOFF, UNEP and NCHM for addressing identified risks
- 3.18. Prepare quarterly progress reports; both physical and financial and submit to the NCHM Project Management before submission to SOFF and UNEP



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- 3.19. Carry out any other additional responsibilities as assigned by NCHM and the SOFF Project.

4. Project Deliverables

The Project Manager is expected to deliver following key deliveries including primary reports, plans and documentations to NCHM, SOFF, UNEP and the Project Management Unit to ensure effective implementation, monitoring and evaluation of the project;

SI#	Deliveries	Descriptions
1	Project Plan, Budget and Implementation Schedules	A comprehensive document outlining the project's objectives, financial allocations and a detailed timeline for implementation
2	Inception Meeting Report	A report summarizing the outcomes of the inception meeting, including key discussions, decisions and action points
3	Project Steering Committee Meeting Reports	Periodic reports detailing the discussions, decisions and recommendations from Project Steering Committees
4	Stakeholder Consultation Reports	Detailed documentation of consultations held with stakeholders, including feedback, concerns and agreed actions
5	Stakeholder Engagement Plans	A strategic plan for engaging stakeholders throughout the project cycle to ensure their active participation and necessary support
6	Training Reports	Detailed reports on training activities conducted, covering objectives, participation, learning outcomes, and feedbacks
7	Procurement Related Meeting Reports	Records of meetings related to procurement and tendering processes, including decisions, progress and compliance with rules, regulations and guidelines of RGoB, SOFF and UNEP
8	Quarterly Project Progress Reports	Regular updates on the financial status and progress of project activities quarterly for the SOFF Project
9	Progress Reports on Annual Work Plan and Procurement Plan	Detailed progress reports on the annual work plan, procurement plan including both physical and financial progress, and budget utilisation report as and when required by NCHM management
10	Physical Progress Report on Construction and Installation Works	Timely detailed reports on the construction progress of the Calibration Lab, NFWFC facilities, Upper Air Observation System, and Automatic Weather Station, highlighting milestones achieved, challenges encountered, and way forward
11	Project Risk Management	Report containing detailed analysis on the current status of project risk outlining key findings, recommendations and risk mitigation action plan for the success of project



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12	Final Project Completion Reports	A comprehensive report at the conclusion of the project, summarizing outcomes, challenges encountered, lessons learned and recommendations for future initiatives
13	Report on any other additional deliveries	Any other reports, documentation or outputs as required by NCHM and the Project Management Team to support the successful execution of the Project and its necessary compliance

5. Contract Duration and Location

This is a contract position based in Thimphu with NCHM with an initial appointment of 36 months subject to renewal based on performance.

6. Line of Reporting

The Project Manager will report to the Head of the SOFF Project Management Unit/Chief of Meteorological Services Division (MSD) at NCHM on SOFF-related activities and also report to the Project Management Unit for the construction of NCHM HQ, NWFWC and Scientific Facilities at Yusipang.NWFWC Project Committee.

7. Pay and Allowances

The contract employee shall be paid a lumpsum amount of Nu. 120,000.00 per month as a monthly salary without annual increments and other allowances.

8. Entitlement of Daily Allowances and Travel Allowances

The DSA and TA/DA for the contract employee shall be paid at par with the civil servant in the PMC category.

9. Terms and Conditions of the Contract Services

The contract employees during the contract period shall be governed by contract terms and conditions specified in Chapter 4 of BCSR 2023.



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