

ROYAL UNIVERSITY OF BHUTAN

POSITION PROFILE

1. JOB IDENTIFICATION

1.1 Position Title: Project Associate, Research and Development Division

1.2 Position Level: Position Level 8

1.3 Occupational Group: Administrative & Technical Positions

1.4 College/OVC: Office of Vice-Chancellor

2. MAIN PURPOSE OF THE POSITION

Overall management of the Ecosystem-based Adaptation project funded by the United Nations Environment Programme.

3. GENERAL ROLES AND RESPONSIBILITIES

3.1. Support with the overall management of the United Nations Environment Programme project on Ecosystem-based Adaptation;

3.2. Arrange logistical functions under the United Nations Environment Programme project on Ecosystem-based Adaptation;

3.3. Carry out administrative functions of the Research and Project Management;

3.4. Support with financial functions of the project; and

3.5. Carry out any tasks as may be assigned from time to time.

4. SPECIFIC ROLES AND RESPONSIBILITIES

4.2. Support with overall project management:

4.2.1. Support in the overall management of the project implementation, project team and tracking of timeline and budget;

4.2.2. Support with the coordination with the EbA project team regarding Project Management Unit (PMU) meetings to review, monitor, and evaluate the progress report of scholarship postgraduate students, recording of minutes and report writing;

4.2.3. Support with the review and oversight of financial progress reports and payment requests; and

4.2.4. Support in the overall management of the project and any other assignments instructed to be undertaken.

4.3. Support with logistical functions:

4.3.1. Support with the coordination of workshops and meetings throughout the EbA process and delivery of training;

- 4.3.2. Arrange national/international, short-term consultants by organizing their travel schedules, arranging meetings with different stakeholders and booking hotel accommodations; and
- 4.3.3. Follow up with GNHC and Department of Immigration for the timely issuance of GNHC approval, electronic visa and route permit for international, short-term consultants if necessary.

4.4. Support with administrative functions

- 4.4.1. Draft necessary correspondence with local and international agencies and stakeholders;
- 4.4.2. Prepare timely delivery of project-related procurements;
- 4.4.3. Maintain and update all Project related documents and files with the UNEP office, Project Core Team, and SMT about the progress report;
- 4.4.4. Maintain regular follow-up with the UNEP office and respective focal persons from scholarship colleges regarding the Ecosystem-based Adaptation (EbA) project for timely delivery of outputs;
- 4.4.5. Coordinating activities related to overall postgraduate scholarship, research grants, and dissemination of research outputs;
- 4.4.6. Provide other substantive support to the team for overall implementation;
- 4.4.7. Collecting and verifying the research progress reports submitted by postgraduate students; and
- 4.4.8. Compilation of progress report; and
- 4.4.9. Carry out any tasks as may be assigned on research and development.

4.5. Financial functions

- 4.5.1. Fund disbursement to the respective scholarship colleges;
- 4.5.2. Compile and verify budget and accounting data by researching files, calculating costs, and estimating anticipated expenses;
- 4.5.3. Prepare financial status reports, progress reports, and others in line with UNEP reporting requirements; and
- 4.5.4. Prepare financial reports and documents as per specified formats, project, programme plans and general reference documents and general administrative/financial or specialized tasks related to the project which may be of a confidential nature within the assigned area of responsibility.

- 4.6. Carry out any tasks as may be assigned from time to time.

5. KNOWLEDGE, SKILLS & ABILITIES (KSA) REQUIREMENTS

5.3 5.1 Education: Bachelor's Degree (Preference will be given to Bachelor's Degree in climate change, environmental science, public policy, natural resource management, sustainable development, management or other related fields with significant coursework in water, environment, and/or natural resources management)

5.4 Experience: Not Required

5.3 Knowledge Skills and Abilities:

- 5.3.1.** Excellent research and analytical abilities and quantitative skills;
- 5.3.2.** Strong written and oral communication skills in English;
- 5.3.3.** High levels of organization and attention to detail;
- 5.3.4.** Sound judgment and initiative;
- 5.3.5.** Ability to multi-task;
- 5.3.6.** Ability to work independently in a flexible small-business environment;
- 5.3.7.** Proficiency in using Microsoft Office, Word, Excel, and PowerPoint; and
- 5.3.8.** Fluency in at least one relevant language other than English is a plus.