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**Bhutan Red Cross Society**  
**Headquarter**



*Towards a credible, effective and efficient humanitarian organization*

<b>Job Title:</b>	<b>Project Officer</b>
<b>Project Title:</b>	<b>Community Adaptation and Climate Resilience Project</b>
<b>Position:</b>	<b>Project Officer</b>
<b>Employment Type:</b>	<b>Special Contract</b>
<b>Duration:</b>	<b>15<sup>th</sup> August 2025 to 30<sup>th</sup> December 2026</b>
<b>Reporting to:</b>	<b>Partnership Focal</b>
<b>Workstation:</b>	<b>Thimphu, Head Quarter</b>

**Purpose of Project:**

The project aims to build climate resilience and improve management of river ecosystem through four main outcomes focusing on livelihoods, ecosystem management, civil society leadership, and disaster preparedness especially for women, indigenous peoples, and youth.

The Project Officer will play a critical role in supporting adaptive planning, implementing interventions, building local capacities, and coordinating stakeholder engagement.

**Skills required:**

- Ability to think critically and creatively
- Effectively manage and collaborate with volunteers
- High level of integrity, honesty and dedication
- Effective communication skill
- Ability to learn and motivate colleagues
- Understanding and preparedness of a multi-faceted emergency operation
- String management and operational acumen
- Willingness to learn and adapt to situation
- Strategic planning and management skills
- Aware of changing social, political and technical environment

**Main Duties:**

Under the supervision and directives of the line managers as mentioned above separately, will be responsible for the duties highlighted in the key responsibilities

**Project Implementation**

- Assist in the development of detailed annual and quarterly work plans and budgets.
- Plan, coordinate, and supervise field activities and interventions in target communities.
- Ensure all activities are coordinated and implemented adhering to timelines, targets, and quality standards.
- Support the effective planning, implementation, monitoring, and reporting of all project activities in the target districts.
- Facilitate a comprehensive climate risk and socio-economic vulnerability assessment.
- Coordinate participatory processes that involve women, youth, civil society, and local authorities.



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- Ensure alignment with project objectives focusing on gender equity, inclusive water governance, climate resilience, and biodiversity protection.
- Support the consultant conducting climate risk and vulnerability assessments.
- Organize and facilitate multi-stakeholder dialogues, participatory workshops, focus group discussions, and community meetings.
- Contribute to data collection, documentation, and analysis on climate risk, gender-differentiated vulnerabilities, and community needs.
- Build and maintain trustful relationships with community leaders, women's groups, youth, Indigenous Peoples, local authorities, CSOs, and government agencies.
- Communicate project goals and activities to national stakeholders and beneficiaries.
- Facilitate or organize capacity-building sessions on disaster risk management, climate adaptation, organic farming, and inclusive leadership.
- Work closely with branch coordinators, consultants, field facilitators, CSOs, and other implementing partners.
- Ensure branch coordinators and volunteers engagement in the project activities

### **Monitoring, Evaluation & Reporting**

- Monitor project progress against work plans and outputs.
- Support the development and submission of timely progress, financial, and narrative reports to the line manager
- Regularly update project documentation, including case studies and lessons learned.
- Support the collection of monitoring and evaluation (M&E) data according to project indicators.
- Ensure and facilitate timely field and monitoring visit to project sites for relevant stakeholders
- Promote gender equity and the meaningful participation of women and marginalized groups across all activities.
- Uphold ethical standards, do-no-harm principles, and community consent protocols.

### **Other Duties:**

- Carry out other duties and tasks as assigned or delegated from time to time.
- Will be a first responder under the Emergency Operating Centre System supporting the overall responses.