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Under the Royal Patronage of Her Majesty Gyaltsuen Jetsun Pema Wangchuck

Inspiring personal responsibility and actively involving the people of Bhutan in
Conservation of the Kingdom's Environment

TERMS OF REFERENCE (TOR)

Position Title: Chief, C-1/2
Division: Administration and Finance Division (AFD)
Work Station: RSPN HQs, Thimphu
Employment Type: Regular Contract
Duration: Initial duration of 5 years, and renewable based on performance

1. Introduction

RSPN is one of the oldest citizen-based Non-Governmental Environmental Organizations (NGO) established in 1987 with an aim to conserve the country's pristine environment and rich biodiversity. In the past 35 years, RSPN had made a considerable stride in the areas of nature conservation, local community livelihood enhancement and increasing resilience to climate change based on active and mutual partnership between the RSPN and its partners, including donors, government and local communities. The work of RSPN is guided by its strategic plan document and its six thematic areas which includes (1) Species and habitats (2) Wetlands and freshwater (3) Climate change adaptation and mitigation (4) Waste and pollution (5) Sustainable livelihoods (6) Environmental education. These thematic areas are not only intertwined with the country's five-year plan, but it also aligns with the emerging national priorities and Sustainable Development Goals. Drawing inspiration from its strategic plan, in addition to its traditional donors, RSPN is also embarking on strengthening its goodwill and partnership with new partners such as Climate Finance and other relevant multilateralism.

2. Responsibilities:

The Chief, Administration and Finance Division, leads finance, human resources, procurement, and general administrative functions of RSPN. He/she shall be part of Management Team and reports to the Management Team on a regular basis. He/she shall assume the following specific responsibilities:

Financial Management

- Lead financial planning, budgeting and monitoring of expenditure across all Divisions and projects and update the Department of Program Coordination and Climate Change (DPCCC) and Management Team periodically.
- Oversee financial reporting, fund disbursements, bank reconciliations, and cash flow management. Spearhead to prepare financial reports timely in compliance with the RSPN's finance policy and requirement of relevant donors.
- Review, analyze, identify potential risk and manage RSPN's investment portfolio, both on-shore and off-shore and update the Management Team with relevant remedial solutions, when necessary
- Ensure that there is steady growth in RSPN investment portfolio



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- Support DPCCC and the Management Team in mobilizing resource by exploring new potential donors and well-wishers to augment RSPN funding portfolio and long-term financial stability.
- Guide the AFD in ensuring compliance with Bhutanese accounting standards, tax laws, and donor financial guidelines and other relevant government policies.
- Establish and maintain strong internal controls and risk management frameworks and audit trails compatible with donor expectations and international standards.
- Liaise with donors on matters related to financial reporting, audits, and disbursement conditions and requirements
- Prepare and coordinate financial documentation and expenditure reports for submission to donor on a timely manner.
- Support the implementation and monitoring of the on-going projects.

Climate Finance

- Ensure strict adherence to the fiduciary and administrative standards required by international funding organization, including the Green Climate Fund (GCF) and the Adaptation Fund.
- Support the RSPN's accreditation with Adaptation Fund by providing analysis and inputs on any matters relating to Finance such as accrual-based accounting, fundamentals of Government accounting, countering financing for terrorism and other financial and fiduciary standards.
- Assist RSPN's accreditation with GCF by providing financial analysis and inputs in response to the requirement of GCF to transition from the current Delivery Partner status to fully accredited direct access entity.
- Liaise with DPCCC in preparing budgets for the project proposals that aligns with the investment frameworks and financial requirements of climate finance.

Administration and Human Resources

- Lead the implementation of HRD policies, including recruitment, performance management, annual performance appraisal, annual performance target setting and capacity building initiatives.
- Carryout procurement, logistics, and contract management in compliance with the revised RSPN Procurement and Property Management Manual, 2025 and with donor requirement on case-by-case basis.
- Provide strategic direction and ensure that administrative, financial and HR services are provided on time and with minimal turn-around-time.
- Be part of HR Committee and foster professional growth of the RSPN staff through capacity development, mentoring and coaching
- Continue staff welfare initiatives and ensure that staff are motivated and performs at their best in the interest of the organization.

Audit and Risk Management



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- Prepare annual audit plan, including a risk based annual audit plan
- Coordinate the conduct of internal and external audits, ensuring all financial and operational processes are fully in compliance with relevant standards and audit observations followed- up on time
- Identify potential financial and operational risks and implement proactive mitigation measures on time
- Strengthened the organization's risk management capability by enhancing frameworks, building institutional awareness, and embedding a proactive risk culture across the Divisions.
- Ensure effective implementation of Anti-Money Laundering (AML)/Countering the Financing of Terrorism (CFT) policies of RSPN in line with national regulations and international best practices, to safeguard the integrity of financial operations.

Strategic and Organizational Leadership

- Serve as a senior Management Team member contributing to providing organizational strategic direction, policy development, long-term financial sustainability and making key organizational operation decisions
- Foster a culture of accountability, compliance, and performance with excellence across the organization.
- Report to the Management Team on any matters and issues relating to administration and finance and seek the guidance of the management team to address it. Also, as part of Management team and in his/her capacity as the head of AFD, he or she shall enforce and closely monitor the implementation of all existing policies and standards of RSPN, especially the ones prepared to bridge the policy gap pertaining to accreditation with Adaptation Fund.

Qualifications and Experience

- Master's degree in Finance, Economics, Business Administration, or any other relevant field with preference given to individuals possessing strong finance and investment credentials and experiences.
- At least 15 years of experience in finance and administration, with a minimum of 5 years of working experience in a managerial position.
- Experience in working and managing donor funds, especially fund supported by Climate Finance such as GCF, AF, IKI and other multilaterals and bilateral.
- Experience on accreditation with Climate Finance and management of readiness grants shall be an added advantage.
- Deep understanding of investment portfolios, off-shore and on shore investment and other innovative ideas that will contribute to the growth of RSPN investment portfolios.
- Knowledge on the accounting standards of World Bank, ADB, GCF, AF and other relevant financial institutions will be a plus point.
- Excellent skill in organizing and coordinating diverse activities with initiatives.
- Possess negotiation, conflict management, networking, analytical thinking and ability to work in a team under pressure.



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- Has good track record of leading a team with excellent writing and speaking skills both in English and Dzongkha
- Basic computer skills are essential.

The following documents are required to submit:

- Curriculum Vitae (CV)
- Valid Citizenship Identity Card
- Valid Security Clearance
- Valid Medical Fitness Certificate
- Academic Transcripts (Master and Bachelor degree)
- No objection letter if selected
- Evidence of 15 years of experience in finance and administration, with a minimum of 5 years of working experience in a managerial position.

The last date for submission of applications is 20th November 2025 before 5 PM.