

Senior Program Analyst-In house Recruitment

Position Title: Senior Program Analyst, C-3

Employer: Department of Program Coordination and Climate Change,
Royal Society of Protection of Nature

Work Station: Thimphu

Employment Type: Regular

Contract

Duration: Initial 5 years and extension based on performance

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 area 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 mitigation and adaptation (4) Waste and pollution (5) Sustainable livelihoods (6) Environmental education. The thematic areas are closely intertwined with the country's five-year plan, emerging national priorities and Sustainable Development Goals.

Drawing inspiration from the RSPN 6 Thematic areas, RSPN is embarking on strengthening its goodwill and partnership with Climate Finance and other relevant multilateralism. Along this line, RSPN is working towards accessing climate finance directly for the country through direct access modality and gaining accreditation with Adaptation Fund as the first national NIE NGO and with the Green Climate Fund (GCF) as a Delivery Partner, to start with and ultimately leading to becoming GCF Direct Access Entity (DAE)

Roles and Responsibilities

The Senior Program Analyst supports the work of the Department of Program Coordination and Climate Change (DPCCC) and reports directly to the Director of the Department and to the Management Team when needed. The key roles of the position include:

- Accreditation with Adaptation Fund and providing analysis to project proposal development, including readiness and fully developed funding proposals;
- Accreditation with GCF as delivery partner and preparation of readiness and other relevant funding proposals in coordination with relevant stakeholders, including the country's National Designated Authority and Direct Access Entity;

- Providing technical inputs and analysis to the RSPN Management on donor coordination, resource mobilization, managing the growth of RSPN investment portfolio, policy and planning and data management.

Specific Responsibilities

- Working on accreditation with Adaptation fund and ensuring that all accreditation documentations are complete, prepared where needed, analyzed and shared on time with Adaptation Fund;
- Ensure that accreditation queries and comments received from the Adaptation Fund are analyzed, discussed within the organization and responded to the Adaptation Fund on time and in a complete form;
- Provide inputs and technical advice to the Program Development Division and other relevant donors in preparing funding proposal for submission to the Adaptation Fund;
- Lead the preparation of a Readiness Package Proposal for submission to the Adaptation Fund for accessing preparatory grant support;
- Coordinate and support documentation and address comments and queries received from the GCF on Delivery Partner;
- Coordinate and liaise with the National Designated Authority (NDA) of GCF, Direct Access Entity (DAE) of GCF in Bhutan to prepare GCF multi-year readiness funding proposals;
- Liaise GCF, AF and other relevant mission visits to Bhutan and make field visit where necessary

Other Responsibilities

- Analyze issues and trends related to climate change and biodiversity conservation and recommend programmatic responses to address them;
- Support the preparation of resource mobilization strategy and financial sustainability plan for the RSPN through exploring new potential donors and reinforcing partnership with the existing donors;
- Provide technical and statistical inputs to the Management Team in managing the growth of RSPN investment portfolio and any other assignments relating to data analysis, projection and forecast;
- Monitoring of projects and commission evaluation at a strategic level and disseminate its findings for mid-course correction, improvement of next planning cycle and promoting RSPN's publicity and visibility;
- Liaise closely and maintain good rapport with the Government counterparts, especially Ministry of Finance in their capacity as the NDA for GCF and DA for Adaptation Fund;
- Assume other responsibilities as and when assigned by the Management, including overseeing and management of programs and projects

Qualification and Requirement

- Minimum of Bachelor's degree (full-time), preferably with science and natural resource management background from a recognized university;

- At least 10 years of work experience in relevant fields of development management, donor coordination and management and natural resource management;
- Experience in the fields of accreditation with Climate Finance such as GCF and AF is essential;
- Experience in management of preparatory and readiness project support of any donor will be an advantage;
- Willing to cooperate in the team and contribute towards organizational harmony is essential
- Critical thinking, sound IT skills and expertise in data analysis shall be an added advantage.

The following documents are required to submit:

1. No Objection Certificate
2. Audit Clearance
3. PerformanceEvaluation Rating of the last 3 years (2023-2025)

Application Submission Date: on or before 15th October 2026