



དཔལ་ལྷན་འབྲུག་གཞུང་། ལྷན་རྒྱུས་གཞུང་ཚོགས་ཡིག་ཚང་།

ROYAL GOVERNMENT OF BHUTAN
Cabinet Secretariat
Gyaljong Tshogkhang

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Terms of Reference
Chief Planning Officer
Ministry of Energy and Natural Resources (MoENR)

- Head the Planning Division and supervise the works of the subordinates;
- Coordinate with other Divisions in the Ministry as well as other sectors/ministries;
- Prepare long-term strategic plans, National Vision and Goals with concrete milestones;
- Coordinate the formulation of guidelines for preparation of Five Year Plans and Annual Plans;
- Guide the coordination of the Mid term Review Meetings and follow up actions on policy recommendations;
- Coordinate and carry out research and evaluation studies on important development policies and programs of the government/sector;
- Prepare and issue instructions/guidelines for coordination of development activities;
- Liaise with development partners related to planning and implementing modalities of development programs/projects;
- Undertake field visits for verification of authenticity/correctness of monitoring and evaluation reports;
- Analyze current economic conditions to keep the Ministry and its departments abreast of the economic scenario;
- Prepare policy briefs on matters relating to the mandate of the Ministry; and
- Perform other related works as necessary.

QUALIFICATION REQUIREMENT

Education: Bachelors/Masters preferred.

Training: Advanced training in development studies (Development Management or Economics or Public Policy & Administration) and General Management Training.



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Length and type of experience required: Minimum of 2 years relevant experience as the Dy. Chief Planning Officer OR equivalent experience.

Knowledge of language and other specialized requirement:

- Be fluent in both Dzongkha and English languages.
- Should be conversant in government/sectoral policies, rules, regulations, programmes and projects.
- Should have knowledge of principles of planning and relevant analytical tools like economic modeling, cost-benefit analysis, resource gap modeling, research methodologies such as statistical/econometrics and mathematical techniques and possess skills in the formulation of project proposals.
- Should possess management and supervisory skills and be able to understand goals and objectives, outputs and benefits of programmes/projects.
- Must have the ability to analyze research data/information and provide policy recommendations.