

Position Title: Country Project Coordinator

Status: Full-time 1-year contract with a possibility of extension up to 4 years, 6 months probation period

Hours: 37.5 hrs per week

Location: Thimphu, Bhutan

Type of Work: In-person

Eligibility: Bhutanese candidates

Salary: Nu. 80,000 to 90,000

Summary:

The International Development Institute (IDI) at Humber College, Toronto, manages a portfolio of international development projects around the world. IDI is seeking a Country Project Coordinator for its project in Bhutan. Working collaboratively with the Director of the Bhutan Education and Skills Training (BEST) project, the Country Project Coordinator officer will be located in Thimphu, Bhutan. He/she will be responsible for the implementation of activities on the field and provide local contextual technical advice to all project participants. The position provides oversight and accountability of project operations and knowledge of the TVET sector in Bhutan. The position will work closely with the Bhutan-based finance and administration specialist, project partners and Canada subject matter experts to ensure overall cohesion. This position requires the ability to perform various complex tasks, including project management, human resource management, and related functions in a fast-paced international office.

Responsibilities:

- Coordinate project activities in Bhutan in partnership with the Project lead, the Project Director and the Humber Toronto team.
- Play an active role in the coordination between local stakeholders, keeping them informed and getting buy-in.
- Advise on activities and implementation of the project in the country according to the funding guidelines and project implementation plan.
- Work collaboratively with BEST financial and administrative officer on the development of quality and timely narrative and financial reports.
- Provide technical expertise related to TVET in Bhutan.
- Support the Project Lead and the Project Director with coordinating PMU and other committee meetings.
- Coordinate the implementation of project activities in the country and recommend required actions.
- Provide support in monitoring, evaluation and Learning activities, i.e. data collection, as needed.
- Facilitate international delegations to Bhutan and visits to Canada.
- Provide on-the-ground support and orient subject matter experts, volunteers, and donors.
- Maintain thorough records of all project reports and be audit-ready.
- Apply a sound understanding of projects in the international development context and nuances, including codes of conduct and practice, as well as funding specifications.
- Apply a thorough understanding of the external funder's requirements to ensure that the project is being carried out in the expected manner.
- Support the implementation of the communication and dissemination strategy and provide advice based on the knowledge of the local context.
- Other activities that may be required for the proper implementation of the project.

Qualifications, Competencies & Skills:

- Complete fluency in English and Dzongkha

- Bhutan citizen. Note: Humber will not provide a work permit or sponsor individuals.
- An undergraduate degree in international development/education (or related/allied sector) or a minimum Bachelor's degree with training in international development.
- A minimum of 10 years experience in a similar role in Bhutan, ideally on international development projects with an international organization.
- Prior experience with managing bilateral and or multilateral-funded projects.
- Strong knowledge and at least three years of experience in the Technical and Vocational Education and Training/Education sector in Bhutan.
- Strong communication skills, including the ability to liaise cross-functionally and cross-culturally with all internal and external stakeholders.
- Demonstrated experience in report writing for external funders and developing communication materials for project procurement purposes.
- Demonstrated ability using Microsoft Office Suite (Word, Excel)—willingness to learn and use other software.
- Excellent organizational, communication, and interpersonal skills.
- Ability to work both independently and collaboratively on a team.

Method of Application:

Interested candidates should submit their application with the following documents to the email address IDcareers@humber.ca with the title of the position in the subject line. The deadline for receiving applications is 9th June 2023 at 5 p.m. For further queries, contact idcareers@humber.ca.

MANDATORY DOCUMENTS TO BE SUBMITTED

1. Latest updated Curriculum Vitae (CV).
2. Name of three references (professional and/or academic only).
3. Copy of academic transcripts as per the announcement
4. Copy of Citizenship Identity Card.
5. Copy of valid Security Clearance Certificate.
6. Any other relevant documents and certificate