

TERMS OF REFERENCE FOR ENVIRONMENT OFFICER

Job Title:	Environment Officer
Reports to:	GM, HR&A Division
Location:	Khorlochhu Hydro Power Limited
Office:	Environment & Social Section
Employment Type:	Contract term for initial period of 3 years with the possibility of extension based on performance and requirement.
Function:	Responsible for all matters related to environment & social performance and safeguards.
Job Summary:	
<p>Shall provide its leadership, technical assistance, and guidance in all matters related to social, and environmental and to oversight climate change, program, and policy concerns and, serve as the principal social and environmental backstopping for KHPL. The office shall serve as the primary source of social and environmental policy expertise, guidance and direction, and support entity. In particular, it shall be responsible for the implementation of environmental mitigation measures and plans of KHPL, apart from monitoring and surveillance activities to ensure environmental and social compliances in consultation with the controlling officer.</p>	
Key Responsibilities:	
<ul style="list-style-type: none"> ● Responsible for the technical planning, implementation, and monitoring of all the environmental mitigation measures under the project authority's responsibility, as outlined in the EMP report. ● Shall monitor mitigation measures that will be implemented and supervised by construction contractors to ensure compliance with all statutory regulations. The office shall work closely with the relevant RGoB agencies, as appropriate. ● Develop and implement the monitoring programmes and arrange for reporting of the results of the monitoring programmes. ● Liaise and cooperate with the relevant government authorities participating in the project. ● Conduct appropriate testing to ensure that the environmental mitigation measures are effective. ● Maintain records for necessary reporting to the NECS, Dzongkhag Administration, MoENR, or any other authorities, as and when required. ● Collaborate and establish linkages with the government authorities to develop procedures for interagency coordination and reporting. ● Schedule of implementation of environmental mitigation measures. ● Report progress made to implement the environmental mitigation measures as outlined in the EMP report. ● Ensure relevant environmental mitigation measures are reflected in the project contract documents for compliance. ● Reviewing the status of the project impacts and making recommendations to contractors to rectify any failure to perform its obligations in respect of the environmental measures by identifying the specific points requiring attention. 	

- Collect air, water, and noise parameters at appropriate intervals and locations, as a part of routine monitoring, surveillance, and inspection of various sites.
- Formulate and implement comprehensive policy guidelines, provide technical assistance on appropriate social, environmental, and climate change aspects and ensure national and international social, environmental, and climate change compliance with applicable guidelines and regulations.
- Analyze project plans to determine an appropriate level of social and environmental review and assess compliance with environmental regulations and compatibility with policies.
- Evaluate the social and environmental impact of the project before construction determine appropriate mitigation measures and propose management plans accordingly. Implement management plans during the construction phase.
- Prepare project applications and documents such as social, environmental, and climate change assessments; prepare necessary clearance/permit applications; conduct routine negotiations on mitigation methods and permit conditions with regulatory agencies; perform social and environmental monitoring to ensure that the project management is in compliance with permit conditions.
- Monitor and verify that social and environmental impacts are kept to a minimum during the planning design and construction phases of the project in line with project documents and regulatory requirements. Conduct periodic surveillance, inspections, and detailed audits as deemed appropriate. Compile and complete periodic checklists in order to aid the surveillance and inspection requirements.
- Maintain records of all activities/incidents concerning social and environmental issues at project sites; keep a record of complaints by the community and observations by the regulatory authorities.
- Conduct risk analysis using performance information to determine where likely social and environmental compliance concerns are. Report on any major social and environmental issues for risk management.
- Supervise the portfolio's ongoing compliance with the applicable requirement on a regular basis, which may include:
 - Conducting site visits, monitoring and implementing the social and environmental action plans, and
 - Resolving social and environmental issues in case of conflict with the regulatory agencies, and local communities;
 - Take the lead and cooperate with other relevant agencies, and implement the company's promotion in the green sector.
 - Ensure the protection of *Neps*, structures, and cultural sites in the project area.
 - Maintain a high standard of integrity in the organization.
 - Ensure workplace sexual harassment and gender bias are avoided while providing equal opportunities.
 - Any other works related to the environment, social, and those assigned from time to time.

Reporting:

- Report directl to the CEO/Head, EM & HM and attend the regular Progress Review Meeting
- Submit all matters related to environment and social and monthly accident reports to the Project management and relevant agencies.

Key Performance Measures:

- Achievement of yearly targets.

- Implementation of environmental and social safeguard policies, guidelines, and frameworks.
- Implementation of EMP programs, plans, and activities.
- Monitoring, surveillance, inspection, and audit of construction sites.
- Any other measures as determined by Management.

Qualification, Key Skills, and Competencies:

Qualification:

Minimum of Bachelor's Degree in Science (Physical/Life Sciences, Environment & Climate Studies, Sustainable Development, and Water/Nature Resource Management/Social Science) from a recognized university through a regular (full-time) program with minimum work experience of 5 years and above in environment and social fields.

Key Skills & Competencies:

- Strong analytical skills, good knowledge of the project vis-à-vis scientific and technical understanding of the environment (ecosystem, air, water, noise, etc.).
- Ability to think critically and strategically in difficult conditions.
- Commitment to ensuring knowledge transfer and capacity building.
- Excellent interpersonal communication, relationship-building, and networking skills.
- Ability to work under pressure and meet tight deadlines.
- Respect, integrity, commitment, diversity, stress tolerance, excellence, and building partnerships/teamwork

Remuneration and Benefits

Basic Pay	31,605
Deputation /Contract	30% on basic pay
Housing Allowances	30% on basic pay
Special Allowances	35% on basic pay
Project Allowances	35% on basic pay
Fixed Allowances	60% on minimum pay scale
Performance Based Variable Pay (PVBP)	10% on basic pay