

Terms of Reference

The position of Project Coordinator for the Project: Successful Intervention Pathways for Migration as Adaptation (SUCCESS) is based at the Himalayan Centre of Environmental Humanities (HCEH) of the Royal Thimphu College. This position is a contract-based employment for 3 years starting October 2023 and the employee will be primarily based at RTC campus and will be generally bound by the employment terms and conditions of the college.

The Project Coordinator will:

1. Contribute to knowledge creation on the project through both primary and secondary research.
2. Liaise between community, government, and civil society stakeholders.
3. Co-supervise a team of research associates and assistants in particular phases of the project.
4. Co-organize and lead a series of workshops on the themes of the project.
5. Write periodic progress reports to ICIMOD.
6. Be required to travel extensively to selected project areas within the country, as well as incidentally travel to India, Nepal, and Bangladesh for consultations and workshops.
7. Contribute towards publishing research findings in the forms of academic articles, newspaper and social media entries, and policy briefs
8. Expedite any other work related to the project.
9. Responsible for project coordination, administrative, liaison, etc. tasks
10. Any other works as and when assigned

Reporting: The primary point of reporting for this position will be the Principal Investigator of the project, Dr. Jelle Wouters, who also heads the Center. In addition, occasionally the coordinator will also report to the Dean of Academic Affairs, especially on matters of travel and logistics.