**TOR for Sustainability Manager**

**Job Title:** Sustainability Manager HRAB

**Organization:** HRAB

**Reports to:** Executive Director

1. **Job Responsibilities**

* Organize, coordinate and implement sustainability training for hotels together with experts and staff of SUSTOUR project
* Ensure full coherence and alignment with the overall objectives of project while implementing sustainability training, coaching and support services related matter.
* Provide guidance, advice and support hotels for learning and adopting sustainability standards in their workplaces.
* Influence hoteliers to take part in sustainability and Travelife training related activities
* Motivating HRAB members and non-members to participate in the SUSTOUR Bhutan/Travelife trajectory
* Policy support and implementation of Standards with DOT, BSB and other related government agencies
* Provide input for developing or reviewing sustainability policies, strategies, reports newsletters and related matter in-order to achieve sustainability aspects, communication and visibility requirement of the project.
* Create database and maintain up-to-date record of the project beneficiaries including suppliers.
* Maintain record of all publications, reports, news clippings, pictures, audio-visual material, web recourses etc. of all project events and activities
* Ensure the design and editorial content of the website and social media sites are regularly updated and promoted for communication and visibility.
* Provide logistical support services as required for organizing events, trainings, and expert’s visit.
* Assist and carry out any other project work as assigned by project team including experts.

1. **Qualifications, skills and experience required**

* Bachelor’s Degree in hospitality/tourism/communication/environment with work experiences between 5-10 years
* Excellent skills in the areas of training, workshop, seminar organizations and coordination
* Computers and social media knowledge
* Excellent written and verbal communication skills both in English and Dzongkha
* Knowledge and experiences in developing statistical data basis.
* Experience in working in a complex institutional environment.
* Experience in networking and alliancing.
* Be proactive and need minimal mentoring.

1. **Remuneration and Employment Type**

* Lumpsum amount of Nu. 40,000 per month for a period of 15 months subject to possible extension

1. **Documents required**

* Curriculum Vitae (CV)
* Copy of the academic qualification certificate
* A valid document proof/ evidence to show work experience
* A copy of the Citizen Identity Card (CID)
* A valid security clearance
* Medical Fitness certificate
* No Objection Certificate from the Head of Agency, if employed.
* 2 reference letters