



## TERMS OF REFERENCE

### Assistant Dean, Climate Change & Environmental Law Centre

<b>Position Title</b>	Assistant Dean, Climate Change & Environmental Law Centre
<b>Position Level</b>	Pay grade 5 of Conditions of Service/as negotiated with Dean
<b>Position Status</b>	3 years and shall be reviewed annually basis
<b>Reports to</b>	Associate Dean for Academic Affairs

#### Job purpose

JSW School of Law launched its Climate Change & Environmental Centre on 21<sup>st</sup> February 2023, coinciding with the Birth Anniversary of His Majesty the King Jigme Khesar Namgyel Wangchuck, the day that is also celebrated as the Foundation Day of the Law School. The Centre is established as a part of the pillar of “GNH, Sustainability and Law” pillar of JSW Law’s curriculum and research initiatives with an ultimate vision for a just, compassionate and sustainable world. The Centre has identified four strategic goals: (1) promote quality interdisciplinary education and research on sustainability, environmental, law, and climate justice; (2) strengthen coordination, cooperation, and inclusive participation among partners (local, regional, and international); (3) provide legal and policy advisory services for effective implementation of both national laws and policies and international agreements including Paris Agreement and SDGs; and (4) ensure financial sustainability of the Centre.

Assistant Dean for Climate Change & Environmental Law Centre is responsible for the overall management and implementation of strategic objectives and activities of the Centre. This will include a number of administrative duties relating to the programs and activities of the Centre and other administrative duties assigned by the institution.

#### Duties and responsibilities

The main duties of the Assistant Dean for Climate Change & Environmental Law Centre include:

- i. Provide leadership to the Centre;

- ii. Plan and implement annual activities of the Centre in line with the Centre's Strategy Paper;
- iii. Coordinate the development and implementation of the graduate program on Climate Change Law and Policy or related fields in consultation with the Assistant Dean for Graduate and Experiential Education and Academic Council;
- iv. Plan and address the needs and priorities of the Centre and its staff;
- v. Mobilize resources and coordinate the compilation of reports to relevant donors;
- vi. Work closely with other departments and centres of the law school and stakeholders outside the Law School, including international and regional partners within the areas of climate change, environment, sustainability and law;
- vii. Lead or coordinate academic research on climate change, law and policy including review of existing national policies, legislations and by-laws including coming up with model legislations in areas of environment and climate change;
- viii. Coordinate the design and review of the undergraduate, graduate and other academic programs relating to climate change, environment, sustainable development and law and other interdisciplinary programs on climate change, environment or sustainability in consultation with the Academic Council;
- ix. Promote visibility of the Centre's work on climate change and other related programs through social media and other platforms;
- x. Oversee management of the Centre's program and activities are implemented in line with the law school's policies and procedures;
- xi. Supervise, manage, build and sustain a motivated team of staff for the Centre;
- xii. Supervise budgetary planning, monitor spending, identify financial risks and opportunities, and ensure proper financial accountability;
- xiii. Supervise the preparation, implementation and closure of projects of the Centre;
- xiv. Develop and pursue multi-agency funding proposals wherever possible;
- xv. Maintain close and strong engagement with sponsors and partners;
- xvi. Manage linkages with other agencies and relevant stakeholders to maximize the Centre's efforts;
- xvii. Encourage and use emerging technologies in all aspects of the Centre;

- xviii. Teach at least one or two courses in a year relating to climate change and environmental law and related fields;
- xix. Supervise clinical education under the Centre.

### Qualifications and Competencies

- i. Ph.D in Law with a focus on climate change law and policy or other relevant fields;
- ii. At least 10 years of demonstrated leadership and management experience, including mobilization of funds, implementation of donor-funded projects and programs;
- iii. Experience in representation at regional or international meetings, particularly the Conference of Parties under UNFCCC or similar Conferences and meetings;
- iv. Demonstrated knowledge of and experience in at least one of the subject areas of the Program (Climate change law, Climate Change Policy, environmental law or sustainability law) with a good understanding of international conventions on climate change and the environment;
- v. Demonstrated effective communication, networking and coordination skills; and
- vi. Demonstrated ability to operate and represent effectively at national, regional and international levels.

### Working conditions

Regular hours, with occasional weekend or off hours (as required). Some travel may be necessary.

### Direct reports

Associate Dean for Academic Affairs

<b>Approved by AC/HRC/MB:</b>	108 AC
<b>Date approved:</b>	8th May 2023
<b>Reviewed:</b>	

*Ideally, a job description should be reviewed annually and updated as often as necessary.*