**Term of Reference**

**Programme Officer**

Programme Officer is an integral part of the organization to oversee program development, seek grants and proposals, manage projects and oversee budgets. They generally ensure that an organization’s activities and programs align with the goals and mission statements of that foundation.

**Application Deadline** : 27th February 2023

**Type of Employment** : Regular

**Qualification :** Graduate with good communication and write-up skills both English and Dzongkha

**Experience** : At least 5 years of working experience in the related field (Program/project management and planning)

**Place of Posting** : Thimphu

**Reporting** : Executive Director

**Scope of Work/ Duties and Responsibilities**

* Develop projects and grant application, planning, implementation.
* Assist in carrying out annual and mid-year review of Annual Work Plan and Budget (AWPB) submitted to the Executive Director.
* Prepare semi-annual performance and annual performance reports.
* Develops and manages a system of monitoring and evaluation for BKF activities, including projects.
* Track target indicators in BKF operating plan and report in Annual Performance Reports (APR).
* Conduct field visits and monitor the program/project implementation.
* Mechanisms materials are accessible/available to implementing partners/stakeholders.
* Coordinate meetings with relevant stakeholders atleast once in a year.
* Map out activities from approved AWPB and APR and accordingly develop strategies for program visibility to donors.
* Prepare annual reports and quarterly newsletters with experts based on AWPB/APR showcasing progress of BKF project milestones/activities
* Generate Program report – Updating the progress of a particular project and programmes.
* Present information on project activities and expenses for auditing purposes.
* Publish Result-focused success stories of BKF program from AWPBs and APRs.
* Update BKF website, social media pages with relevant content with focus on stories from the field in coordination with IT experts.
* Conduct and facilitate Knowledge Management and Learning initiatives and networks.
* Establish and maintain effective working relationships and communication channels with mass media representatives, news services, editors, etc., to encourage accurate and favorable reporting of the organization's activities.
* Organize/attend meetings, press briefings and other public events as needed and brief organization through appropriate means.
* Other duties as assigned.

**Other competencies and requirements**

* Demonstrates integrity and ethical standards
* Excellent written and speaking skills in English and Dzongkha
* Good inter-personal skills and the ability to establish excellent working relationship with colleagues and stakeholders.
* Ability to plan, prioritize and organize work independently.
* Demonstrate resourcefulness, initiative, maturity, diplomacy and advocacy skills.
* Organizes and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships
* Plans, coordinates and organizes workload while remaining aware of changing priorities and competing deadlines

**Selection Criteria;**

* A Bachelor’s degree in relevant field with experience.
* Demonstrated ability in project management through planning, monitoring and evaluation experiences.
* Excellent verbal and written communication skills including the ability to write for various audiences (donor and other stakeholders).
* Ability to work independently with minimal supervision and to identify and utilize resources effectively in problem solving
* Experience in working with international donors/organizations to cater to donor requirements
* Experience working with diverse stakeholders to achieve common goals
* Adaptability to changes and new responsibilities in interests to achieve team objectives.
* Shall be conducting both verbal interview and written test.

**Requirements**

The Applicant must submit the following documents:

1. Filled BKF Employment Form;
2. CV;
3. Copies of Academic transcripts, degree and certificates;
4. Copy of Citizenship ID Card;
5. Security Clearance Certificate
6. Medical Fitness Certificate;
7. No Objection from the parent organization (if employed);
8. Valid job experience certificate from Head of the Organization; and
9. Any other certificate.

**Renumeration:**

**Salary : Nu. 25895.00 per month.**