

Terms of Reference for Program Officer

Job Profile

Under the broad guidance of the Executive Director, assumes primary responsibility for planning, developing, implementing, monitoring and evaluation of BTI's programs in accordance with the organization's mandates.

1. Duties and Responsibilities:

- Lead development and implementation of programme planning;
- Work closely with Administration and Finance Division on matters related to administration and finance such as budgets, development and revision of MOU and agreements with partners and beneficiaries of BTI;
- Verify bills, receipts, vouchers etc. related to project/program related expenses;
- Prepare and facilitate signing of program grant agreements/MOUs pertaining to both donors/partners to BTI and BTI to partners/beneficiaries;
- Develop fundraising plan, prepare project proposals and identify funding opportunities with partners and donors in collaboration with the Executive Director, other division heads and staff and board;
- Develop action plans or implementation plans for BTI within the framework of the strategic plan, in collaboration with the Executive Director and other division heads and staff;
- Organize midterm and final reviews of the implementation of strategic plans;
- Ensure project personnel meet donor / partner requirements for timely technical and financial reporting;
- Establish, develop and maintain a network of contacts and good working relations with stakeholders, donors and important government partners including relevant Ministries and related line agencies;
- Ensure the development and implementation of annual targets and assess Program officers and Investment officer on the achievements of the targets;
- Prepare the annual BTI calendar;
- Represent BTI in any meetings/events as per the instructions of the Executive Director;
- Carry out any other activities as may be required by the management; and;
- Keep the Executive Director informed and updated on all programme matters;

2. Reporting

- Ensure project personnel meet donor / partner requirements for timely technical and financial reporting;
- Ensure appropriate reporting format, quality, and content and timely delivery of reports to donors, partners and other stakeholders;

- Ensure hard and electronic copies of reports, documents, MOUs are archived;
- Ensure communication to provide appropriate and up to date information and contribute to BTI regular publications;

3. Qualification & Competencies:

- Minimum of a Bachelor's Degree
- Has at least three years' experience in any field
- Has strong leadership quality with ability to garner team work conflict management;
- Strong interest in media, current affairs, politics and social issues;
- Good analytical, writing, communications and management skills;
- People-oriented with strong networking abilities;
- Previous work experience in program/project management;
- Self-motivated, ability to work proactively with minimum supervision;
- Ability to multi-task, plan, coordinate/implement complex projects and work under stress;
- Proficiency in computer applications;
- Proficient in both written and spoken Dzongkha and English; and,
- Excellent written and oral communication skills a must.