**Terms of Reference for Communication and Resource Management Officer (CRMO).**

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| **Position** | **Communication and Resource Management Officer (CRMO)** |
| **Job Profile** | * CRMO shall develop and administer planning, implementing, monitoring and reporting of BTI’s communication and fund raising activities in accordance with the organization’s mandate. |
| **Place of Posting** | * BTI Head Office |
| **Qualification** | * Minimum of a Bachelors’ degree (full time) from a recognized university in Media studies, social science or related field. * Preference shall be given to applicants with additional qualification. |
| **Experience** | * Has at least 3 years’ experience in the field of communication. * He/she has experience in working with different organizations and donor agencies. |
| **Competencies** | * Has strong leadership qualities. * Has an excellent communication skill. * Highly profession in English and Dzongkha. * Ability to multi-task and coordinate complex projects. |
| **Remuneration** | * Basic Pay of Nu. 27,500-688-30,940/- * 10% PFF * Transportation Allowance – Nu. 2,500/- * Communication Allowance - Nu. 1,000/-and * Other entitlements as per BTI Service Rules and Regulation. |
| **Reporting Authority** | * Executive Director |
| **Duties and Responsibilities** | * Lead development and implementation of BTI’s communication plan. * Responsible for development and distribution of publication and communication materials. * Manage the organization’s website, print and social media platforms. * Develop project proposals in collaboration with program division. * Any other responsibilities assign by Executive Director (ED). |