**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.
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| **Place of Posting** | * BTI Head Office
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| **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.
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| **Experience** | * Has at least 3 years’ experience in the field of communication.
* He/she has experience in working with different organizations and donor agencies.
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| **Competencies** | * Has strong leadership qualities.
* Has an excellent communication skill.
* Highly profession in English and Dzongkha.
* Ability to multi-task and coordinate complex projects.
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| **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.
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| **Reporting Authority** | * Executive Director
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| **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).
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