



INNOVATIVE | SUSTAINABLE | LONGTERM

Term of Reference

Program Officer

Application Deadline	22 nd July 2022
Type of Employment	On contract for an initial term of 3 (three) years (Extendable based on performance and need)
Qualification	Minimum Bachelor's Degree in related fields
Experience	At least 5 years of working experience in the related field (Program/project management and planning)
Place of Posting	Thimphu
Reporting	Program Manager

Scope of Work/ Duties and Responsibilities

- Assist in carrying out annual and mid-year review of Annual Work Plan and Budget (AWPB) submitted by Program Coordination Unit (PCU).
- Assist in preparing semi-annual performance and annual performance reports.
- Develops and manages a system of monitoring and evaluation for BFL activities, including environmental and social impacts.
- Track target indicators for all 16 milestones in BFL operating plan and report in Annual Performance Reports (APR)
- Conduct field visits and monitor the program implementation
- Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Ensure all Environmental and Social Management and Grievances Redressal Mechanisms materials are accessible/available to implementing partners/stakeholders
- Coordinate with relevant stakeholders for quarterly, semi and annual progress reviews;
- 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 BFL project milestones/activities
- Publish Result-focused success stories of BFL program from AWPBs and APRs.
- Update BFL website 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 favourable reporting of the organization's activities.

"Bhutan For Life is not for the youth, it belongs to the youth."

-Her Majesty the Queen of Bhutan

Bhutan For Life Fund Secretariat
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Thimphu ; BHUTAN
Tel: +975-02-330978 (PABX) 330977 (ED)
Website : www.bfl.org.bt



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- 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

Essential:

- A Bachelor's degree in relevant field
- 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

Desirable:

- 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.

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