## **Position : Senior Program or Program Officer**

## **Grade : Ps3/Ps2**

**Duty Station : Thimphu**

**Employment Term : Term Contract of 3 Years and extendable**

**BACKGROUND**

Bhutan Foundation is a non-profit non-governmental organization (NGO) with offices in Bhutan and Washington, USA.

The Bhutan Foundation works in five core areas: conservation of the environment, preservation of culture, equitable development, good governance, and creating greater awareness and understanding of Bhutan in the United States and around the world. The Foundation’s vision is Bhutan as a progressive society enriched by GNH values, and our mission is to enable the people of Bhutan to reach their full potential by developing local capacity and facilitating global support. The primary focus of the Foundation, through all its program areas, is in building Bhutanese professional capacity while supporting the work of government and civil society partners.

Our office in Thimphu is primarily involved in the management of programs and grants in partnerships with stakeholders.

S/he shall be focal/ project manager for BEESA (Bhutan Economic and Education Support Activity Project). This position reports to the Country Director.

The BEESA - Bhutan Economic and Education Support Activity is a project to support and enhance equitable and sustainable growth of the country by: (i) creating enabling environments to foster productive infrastructure and growth in trade and industries through governance and ecosystem reform; (ii) enhancing competitiveness and productivity of private sectors and MSMEs, through Building Human Capital, leveraging on technology and improving access to finance; and (iii) generating employment opportunities within the country through investments in workforce development, STEM and technology. The Foundation will partner with several government, CSOs and private sectors to implement this project.

**MAJOR DUTIES AND RESPONSIBILITIES**

**PROGRAM/PROJECT MANAGEMENT**

* Be responsible for the overall management, coordination, and successful implementation of the Bhutan Economic and Education Support Activity Project.
* Develop project plans, budget, and timelines in collaboration with project partners.
* Develop and implement project strategies to achieve defined objectives and targets.
* Manage project budgets, including tracking expenditures and ensuring cost-effectiveness.
* Oversee day-to-day project activities and ensure their efficient execution including problem solving, processing of approvals and resource management.
* Monitor and evaluate project progress against established benchmarks and deliverables.
* Prepare and submit regular project reports ensuring compliance with grant regulation and reporting requirements.
* Communicate with partner organizations and stakeholders to support the planning, design, implementation, monitoring, and reporting of projects.
* Convene and coordinate stakeholder consultations or annual review and planning meetings with project partners
* Manage any procurement and other administrative related tasks under the project with the support of the Finance personnel.

**MONITORING & EVALUATION**

* Develop a M&E Plan and track progress against the plan and assist project partners to implement the M&E plan
* Prepare M&E reports with qualitative and quantitative data, information and analysis according to the project/program logframe.
* Carryout periodic field visits to project sites and interaction with partners to monitor progress, evaluate results, impacts, and resolve implementation issues
* Review and ensure timely project/program reporting/ updates as per donor requirements including preparation of program documentation, briefs, and other resources.
* Monitor and verify implementation in accordance with and in compliance to the grant guidelines/procedures/agreements and financial due diligence.
* Carryout periodic assessment or evaluation of projects/programs to advise the management on strategic direction, problem solving and to identify any emerging opportunities

**PARTNERSHIPS & COMMUNICATION**

* Build and maintain positive relationships with project partners, including government agencies, CSOs and beneficiaries.
* Contribute to other communication products such as the Foundation’s websites, social media platforms, major publications and newsletters
* Participate and contribute to materials for external outreach and fund-raising activities such as audio-visual presentations on the Foundation’s programs and materials for special events.
	+ - * Interact and engage with project partners and potential donors to promote the Foundations programs.
			* Represent the Foundation at meetings, official functions, and work-related events as directed by the management both in the United States, Bhutan and internationally.
			* Communicate information about Foundation initiatives to policymakers, target communities, providers, foundation supporters, and the public.
			* Ensure an efficient system of managing project data and information.

**OTHER TASKS**

As a regular employee of the Foundation s/he may be assigned other additional responsibilities besides the BEESA project by the management.

**EDUCATION, WORK EXPERIENCE AND LANGUAGE REQUIREMENTS**

**PERSONAL QUALITIES**

Some of the personal attributes that the Foundation seeks in the candidate:-

* S/he should also have the ability to prioritize effectively and work accurately under time constraints, using initiative and judgment and a high level of administrative and organizational skill.
* Position requires a high degree of self-initiative, resourcefulness, curiosity, and independence. The incumbent of this position must operate with independence, under pressure to meet deadlines and commitments.
* S/he should have excellent interpersonal and communications skills.
* Integrity & self motivated

**QUALIFICATION**

* Minimum of bachelor’s degree preferably in the field of development studies, economics, or similar field is required. Candidates possessing a master's degree or advanced qualifications will be given preference.

**WORK EXPERIENCE**

* To be eligible for the position of Senior Program Officer, a minimum of seven (7) years of experience in project and/or program development, management, implementation, or a related field is necessary.
* To be eligible for Program Officer, a minimum of five (5) years of experience in the same areas is required.

**LANGUAGE & OTHER SKILLS**

* Fluency in both Dzongkha and English is required.
* Proficiency in standard computer software (word-processing, excel, presentations, databases, and internet) is required.
* Added skills such as project management software and Canva etc. maybe be considered favorably

**REPORTING AND SUPERVISION**

* The Senior Program or Program Officer will report to the Country Director. S/he will also work in close collaboration with other staff of the Foundation.

**DURATION**

* Fixed term contract of 3 years and extendable based on performance
* Probation of three (3) months.

**REMUNERATION**

* Remuneration will commensurate with experience and qualification. Salaries and benefits are competitive, a comprehensive benefits package will be offered, which includes provident fund, gratuity, Group Insurance Scheme, communication allowance, and Health Benefits.
* Annual increment and performance-based increments as per the HR and Service Manual of the Foundation.

**ADDITIONAL INFORMATION**

* Unsolicited resumes and applications received after the closing date will not be considered.
* Only shortlisted candidates will be contacted and advance to the next stage of the selection process.
* Bhutan Foundation reserves the right to appoint a candidate at a lower level than the advertised level of the post.
* The Bhutan Foundation will also conduct reference and background checks of all potential candidates and recruitment is contingent on the results of such checks.