**TERMS OF REFERENCE: Senior Program Officer**

The Sr. Program Officer is responsible for developing and managing program activities that are in line with the Bhutan Foundation’s strategic goal. They may be required to support marketing and fundraising efforts or may be assigned other responsibilities when required.

This position reports to the Country Director.

1. **MAJOR DUTIES AND RESPONSIBILITIES**
   * + 1. **Program Development, Monitoring and Evaluation**

* Review submitted proposals, evaluating them for soundness of project design and adequacy of program evaluation and sustainability
* Develop, manage, and monitor program activities that support the Foundation’s strategic short and long-term goals and objectives
* Communicate with partner organizations and stakeholders to support the planning, design, implementation, monitoring, and reporting of projects
* Help partner organizations develop proposals seeking funding
* Site visit to projects supported by the Foundation
* Compile progress reports and financial reports for projects supported by the Foundation.
  + - 1. **Coordication, Liason and Networking**
* Plan the Bhutan Foundation’s outreach programs
* Compilation of information and materials for external outreach and fund-raising activities such as audio-visual presentations on the Foundation’s programs and materials for special events
* Represent the Foundation at meetings, official functions, and work-related events, both in the United States, Bhutan and internationally.
* Communicate information about Foundation initiatives to policymakers, target communities, providers, foundation supporters, and the general public.
  + - 1. **Advocacy & Communication**
      * Contribute to the content development for all Bhutan Foundation publications and advertisement such as Annual report, newsletters, e-newsletters, and brochures
      * Provide input to the Foundation’s website and social marketing sites on a regular basis
      * Compilation of information and materials for external outreach and fund-raising activities such as audio-visual presentations on the Foundation’s programs and materials for special events
      * Communicate information about Foundation initiatives to policymakers, target communities, providers, foundation supporters, and the general public.
      1. **Resource Mobilization**
      * Help support and develop fundraising activities
      * Meet potential donors and promote the Foundations Programs.
      1. **Any other Task**
      * Mentor junior program staff and provide guidance
      * Perform any other duties assigned by the Country Director.

1. **COMPETENCIES**
   * + - Sound knowledge of Project Cycle Management
       - Expertise in RBM and M&E methodologies
       - Familiarity with PCM technology tools/softwares
       - Sound domain/subject knowledge.
2. **EDUCATION & WORK EXPERIENCE**

* This position requires a minimum of a Bachelor’s degree in relevant field of study (administration, business, liberal arts, science).
* Should have a minimum of 7 years work experience in program management or related field.
* Experience in international development, public policy, nonprofit management, or related field preferred
* Working knowledge of computer software including word processing, spreadsheet and communications programs such as MS office required. Webpage development and publishing layout (e.g. Wordpress) is a plus.
* Position requires a high degree of self-initiative, resourcefulness, curiosity and independence.

**Language Requirement**

* Fluency in English with excellent verbal and written communication, drafting and presentation skills.
* Ability to present coherent and convincing information succinctly, both in writing and orally.

1. **DESIRED ATTRIBUTES**

The Sr. Program Officer must operate with independence, under pressure to meet deadlines and commitments. 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. The Sr. Program Officer should have excellent interpersonal and communications skills and must enjoy facilitating the work of others.

1. **REPORTING & LINE MANAGEMENT**

This position reports directly to the Country Director and works in close coordination with other program staff in the country office and in head office.