**Position**: Asst. Programme Officer

**Summary of position:** Under the supervision and directives of the Prog.Officers, the Asst. Programme Officer supports/implements/coordinates BCMD’s programme development through the Terms of Reference as furnished below:

**Programme Coordination**

* Assist in developing AWP for programme areas
* Programme development, implementation, monitoring and evaluation
* Provide feedback on programmes to Programme  Officer
* Provide programme summary reports for donor updates, grant applications, other funding requests and for communications(online, publications etc)
* Assist with fund raising
* Implement projects and monitor and provide updates on progress
* Provide any other support as needed e.g translation services

**Admin/Finance**

●     Work with other Finance/Admin staff to develop, monitor, evaluate and report on organization's annual budget

●     Support the creation and distribution of monthly and year-end financial reports

●     Provide support as requested for all other Admin/Finance activities.

**General Services**

* Maintain professional links with other organisations and establishing new networks.
* Contribute to team learning by coordinating regular office meetings and learning sessions.
* Represent BCMD in any meetings/ planning exercises/ forums involving CSOs, UN, and development partners.