

ToR for Deputy Director

The Bhutan Centre for Media and Democracy (BCMD) was the first CSO to be registered, in March, 2010, with the mission to nurture democracy through civic engagement, public discourse, and media literacy.

As BCMD continues to build a team to fulfill this mission, we invite applicants for the post of Deputy Director to strengthen our management and ensure continuity of the organization.

1. Job summary:

- Provide the second line of leadership
- Day to day administration and management responsibilities
- Be accessible as mentor and guide to all staff

2. Duties and Responsibilities:

- Supervise Administration and Finance
- Support the Exec. Director in the following areas:
 - proposal writing
 - design and review of programmes
 - monitoring of programmes and activities
 - strategic management and financial planning
 - team development
 - networking with civil society, government, private sector, donors, and academia
- Any other duties as assigned by management

3. Qualification and experience:

- Minimum of Bachelors Degree
- Minimum of 9 years of relevant working experience
- Demonstrated experience in implementation and management of projects and administration/finance

4. Documents required:

- Copy of academic transcripts (Cl. XII & Degree)
- Medical certificate should be valid for 6 months at the time of application
- No objection letter if employed
- Extra-curricular certificates
- A copy of CID

5. Remuneration:

- Starting salary of Nu.40, 245/- per month. Management may further determine salary based on experience.

6. Duration of service:

The selected candidate will be posted on contract for an initial period of 3 years and will be extended further subject to meeting the conditions of the organisation.