

## **Terms of Reference**

**Position:** Programme Officer

**Position Summary:**

Under the supervision and directive of the Programme Manager, the Programme Officer supports/implements/coordinates/directs BCMD's programme development through the Terms of Reference as furnished:

**1. Programme Coordination:**

- Develop AWP for programme areas
- Work with and mentor Programme Staff for effective programme development, implementation and evaluation, as well as the development, monitoring and evaluation of programme budgets.
- Ensure continuity between Programme Staff and Admin/Finance staff by communicating program activities, providing regular budget updates, identifying surpluses and additional needs.
- Provide Programme summary reports as requested for donor updates, grant applications and other funding requests.
- Co-ordinate and provide direct oversight/implementation of the CSO networking/strengthening project
- Assist in management of BCMD's publication and communications stock inventory and archival system.

**2. 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.

**3. 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.

**4. Documents required:**

- CV/Resume
- Copy of academic transcripts (Cl. XII & Degree)
- Medical certificate should be valid for 6 months at the time of application
- No objection letter (If shortlisted)
- Extra-curricular certificates
- A copy of CID
- Two referees

**5. Remuneration:**

- Starting salary of Nu.24, 955 /- 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.