

Terms of Reference

Position: Programme Officer (Communications)

Summary of position: Under the supervision and directives of the Prog. Manager and in collaboration with programme officers and the chief editor of the Druk Journal, the Programme Communications Officer supports/implements/coordinates BCMD's programme development through the Terms of Reference as furnished below:

1. Programme Coordination

- Communications -- BCMD website/ FB and E-newsletter, the CSO website and all external communications - maintenance, updates, and design
- Updating/producing BCMD's various online sites and multi-media needs.
- Design brochures and flyers for the organisation
- Marketing BCMD publications
- Assist in Druk Journal production. Communicating with writers, coordinating with printers (Kuensel or other) for publication of the final copies, with the necessary admin/logistic support provided by BCMD staff.
- Management of BCMD's publication and communications stock inventory and archival system.
- Handling media relations and media-related activities
- Assist in any other programme needs

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, 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.