BCMD/Adm-04/Office Order/2018/ Dated: Friday, 23rd November 2018

**Announcement**

Vacancy at the Bhutan Centre for Media and Democracy

Join our creative and dynamic team

Bhutan Centre for Media and Democracy invites interested candidates to apply for the post of Programme Officer. The applicant should have minimum of Bachelor degree with five (5) years of working experience and exceptional track record. The successful candidate shall be placed at Level - 02 of the pay scale of BCMD service manual 2017. Please visit [www.bcmd.bt](http://www.bcmd.bt/) for Terms of reference and other details. Please note only short-listed applicants will be notified. For additional information, please call at 327903 or write to us at [bcmd@bcmd.bt](mailto:bcmd@bcmd.bt)

Please note:

Interested candidates can sent scanned copy the application to [amoktan@bcmd.bt](mailto:amoktan@bcmd.bt) addressed to the Executive Professional Director, BCMD, Thimphu along with copies of the following:

1. National Identity card.
2. Security Clearance certificate
3. Medical certificate.
4. Academic certificates of class X, XII and Degree.
5. Any other relevant documents.

The application should reach BCMD Office, Thimphu on or before 10th December 2018 within office hours (4.30 pm).

Terms of references:

1. The Programme Officer shall be responsible for implementation and successful completion of all donor supported programmes of BCMD.
2. The Programme Officer shall be responsible to submit all related reports of each completed programme to the Programme Director on time.
3. The programme Officer shall be responsible to develop budget for BCMD programmes, monitor and be accountable for each expenditures of the programme.
4. Besides, donor supported Programmes, the Programme Officer is also responsible for other BCMD programmes.
5. The Programe Officer shall be responsible to officiate the Programme Director during the incumbent’s absence.
6. The Programme Officer is also responsible to assist the Programme Director wherever required.
7. The Programme Officer shall be responsible for any adhoc assignments from the Executive Professional Director.

Level: Programme Officer (02) – Pay scale: Nu.20,240-540-34,040. Minimum bachelor degree with 5 years of working experience and exceptional track record.