

Terms of Reference for Programme Officer

Summary of position: Under the supervision and directives of the Executive Director, the Programme Officer supports/implements/coordinates BCMD's programme development through the Terms of Reference as furnished below:

Programme Coordination

- Shall function as a Programme Coordinator under the direction and supervision of the Programme Director.
- Liaise and coordinate with stakeholders and implement the project activities as per plan and budget available.
- Shall regularly report progress and consult the Management in improving delivery of services.
- Provide facilitation wherever necessary.
- Carry out any other tasks as assigned by the Management.
- Any copyrightable works, ideas, discoveries, inventions, patents, products, articles or any other information (collectively, the work product) developed in whole or in part by the employee in connection with the services shall be the exclusive property of BCMD.
- Upon completion or termination of this agreement, the Coordinator shall hand over all employer's properties or related to the employer's business that is in the employee's possession or employee's control.

Admin/Finance

- Work with other Finance/Admin staff to develop, monitor, evaluate and report on the organization's annual budget
- Support the creation and distribution of monthly and year-end financial reports
- Assist in the management of BCMD's publication and communications, stock inventory and archival system.
- Provide support as requested for all other Admin/Finance activities.

General Services

- Maintain professional links with other organisations and establish 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.