

Terms of Reference.

Position: Asst. Communications/Programme Officer

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

Programme Coordination

- Communications – BCMD website/ FB and E-newsletter, the CSO website and all external communications – maintenance, updates, and designs.
- Updating/producing BCMD's various online sites and multimedia 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.

Admin/Finance

- Work with other Finance/Admin staff to develop, monitor, evaluate and report on the organisation's annual budget.
- Support the creation and distribution of year-end financial reports.
- 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, and development partners.