

## **Terms of Reference.**

**Position:** Programme Manager

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

### **Programme Coordination**

- Plan the delivery of the overall programmes in accordance with the mission and the goals of the Bhutan Centre for Media and Democracy.
- Mentor the program staff by providing direction, input and feedback.
- Supervise the monitoring and evaluation of programme activities.
- Develop new initiatives in collaboration with the Executive Director and Finance Officer to support the strategic direction of the organisation.
- Assist the Executive Director to develop funding proposals for continuing/new programmes.
- Communicate with funders and stakeholders under the guidance of the Executive Director.

### **Admin/Finance**

- In collaboration with the Finance Officer and with assistance from program staff, develop the annual budget to support the programmes.
- Supervise the implementation of programme activities as per the annual work plan and budget allocated.
- Liaise with AFD to ensure the effective and efficient implementation of programmes.

### **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.
- Sit on interview panels to recruit well-qualified program staff and Admin/finance staff.
- Any other duties may be assigned by the Executive Director when needed.