

The Bhutan Centre for Media and Democracy

Post of the Executive Director

Job Title: Executive Director

Employment type: Full-time

Reports to: The Chairperson and Board of Directors

Organizational Context:

The Bhutan Centre for Media and Democracy is Bhutan's first formally registered civil society organization under the CSO Act, 2007 (12th March 2010). BCMD is dedicated to nurturing a culture of democracy in Bhutan through civic engagement, public discourse and media literate citizens (mission). BCMD's main programmes include:

- i) Inspiring Engaged Citizens
- ii) Creating Knowledge Resources for Citizens
- iii) Enabling Citizen Voice
- iv) Strengthening BCMD's Operations and Institutional Capacity

The Summary

The Executive Director shall be responsible to manage the affairs of the Bhutan Centre for Media and Democracy through overall strategic planning, resource mobilisation, financial management and planning, organizational development, programme implementation, staff management and operations, and official representation.

Profile

The Executive Director is BCMD's Chief Executive Officer. The ED is responsible for the overall leadership and management of the Centre's operational and administrative functions. Working under the guidance of the BCMD Board, the ED defines the foundation's strategic vision, and is accountable for its implementation and the results achieved. The ED maintains strong relationships with a diverse range of stakeholders and funders that directly or indirectly contribute to the mission and goals of the Centre. The ED has the responsibility and accountability to set the tone for organization's external interactions by exemplifying values of high ethical standards, integrity and fairness. She/he must act in the best interests of the BCMD in all contexts, and is responsible for ensuring this culture prevails across the organization's employees and contractors.

Accountability and responsibilities

The Executive Director reports to the BCMD's Board of Directors. Working closely with the Chairperson of the Board, the Executive Director's primary responsibilities are as set out below:

Working with the Board

The Executive Director shall:

1. Work with the Board of Directors to ensure all programmes and activities of BCMD are aligned with the overall objectives of the BCMD, the Civil Society Organisations Act and other associated regulations.
2. Support the Board in its strategic leadership of the organisation.
3. Report to the Board on the operational, administrative and financial aspects of the BCMD at each Board meeting.
4. Ensure the Board is made aware on time of key strategic and operational challenges the organisation is encountering in the course of its work.
5. Represent the management and act as Member Secretary at Board meetings, and ensure effective and timely preparation and distribution of annotated agenda of Board meetings (including annual financial budgets) and minutes of Board meetings.
6. Communicate Board decisions to the BCMD's staff and stakeholders.

Operational Management

The Executive Director shall:

1. Ensure that the BCMD's organisational structure, operational policies, rules and regulations, and other organisational processes are sound, up to date, in conformity with the laws of Bhutan (especially the Civil Society Organisations Act of Bhutan, and BCMD's Financial and Service Manuals and other relevant regulations) and able to effectively deliver on the strategic objectives defined by the BCMD Board.
2. He/she shall ensure that there are strong fiduciary controls in place to monitor the use of BCMD resources.
3. Exercise authority over personnel and human-resource matters and further strengthen performance management.
4. Maintain a positive work environment that facilitates collaboration and information sharing and is conducive to attracting, retaining and motivating diverse talent within the organisation.
5. Effectively manage operational or financial matters to deliver on the mandate of the Centre, including seeking additional authorities from the Board as may be needed.
6. In consultation with the Board of Directors, ensure that the administrative and programme policies, rules and regulation are relevant and up to date.
7. Be responsible for the strategic planning and fund raising for the organisation.
8. Be one of the signatories on BCMD's bank accounts.

Leadership, Programme Delivery and Resource

The Executive Director, with guidance from the Board of Directors, provides strategic direction for the organisation, oversees programme development and delivery, and spearheads resource mobilisation. Towards this, the Executive Director shall:

1. Engage in resource mobilization strategies both within and outside the country for institutional and programme sustainability.
2. Operationalise, lead and monitor the implementation of the BCMD's strategy and ensure the effective implementation of innovative approaches and instruments to deliver on the strategic objectives.
3. Ensure meaningful monitoring and evaluation of BCMD's programmes and performance and the provision of analysis and routine reporting on the impact and performance of the BCMD programmes.
4. Oversee the management and timely implementation of all organisational programmes and contracts according to procurement systems and practices that deliver value for money and focus on the primary work of the BCMD.

Networking and Publicity

The Executive Director represents the organisation and has the responsibility to safeguard the effectiveness, reputation and profile of the Bhutan Centre for Media and Democracy (BCMD). For this, the Executive Director shall:

1. Represent the Bhutan Centre for Media and Democracy at the highest level, ensuring its role as a public benefit Civil Society Organisation is well understood, through direct engagement with policy-makers.
2. Represent BCMD before any competent authority when delegated by the Board of Directors or its Chairperson.
3. Represent BCMD's ex-officio membership to committees, Boards etc. as and when requested.
4. Represent Bhutan Centre for Media and Democracy and its work with external stakeholders to build effective partnerships with public and private entities to support the work of the organization.

5. Build and maintain effective alliances, interactions with, and ensure responsiveness to public and private partners and stakeholders of BCMD's programmes.
6. Build and maintain effective alliances and operational collaboration with government agencies, private partners and donors.
7. Execute an effective media strategy and maintain effective communications with all the stakeholders through regular publication of newsletters, annual reports and other forms of communication as may be appropriate.
8. Continually strive to strengthen membership, drive and networking that encourage individuals and institutions to engage in and contribute to BCMD programmes.

Other Tasks and Responsibilities

The Executive Director shall carry out any other tasks and responsibilities that the BCMD Board of Directors may entrust from time to time.

Required education experience and skills for the position

Education

1. Post graduate education relevant to the organisation (e.g. education, media, social/political science, management/development studies, public policy, law or other social sciences)

Experience

2. Experience related to citizen education, media, community engagement, governance, and civil society.
3. Experience in executive, managerial, chief level of public administration, development programmes and management of human and financial resources.
4. Experience and understanding of the processes of publishing.
5. Experience in promoting understanding of the issues of social media and media literacy
6. International experience, experience in non-profit/ civil society managerial positions particularly in development programmes and resource mobilisation will be highly valued.
7. Good track record in leadership and partnership.
8. Familiarity with BCMD work will be an asset.

Skills

9. Excellent oral and written communication skills in English, good skills in Dzongkha. Candidates may submit samples of or links to public speaking and published writing. Proficiency in other local languages will be an advantage.

10. Expertise in education and non-profit administration, development, financial and human resource management.
11. Familiar with the use of various social media platforms and IT usage
12. Skills in strategic planning, project management, financial management and partner liaison for non-profits. This includes proposal writing, financial planning, fund raising, personnel management and mentoring.
13. Some track record of social work and voluntary public engagement.

Remuneration

Basic salary, other benefits shall be based on BCMD's existing Financial Regulations.

Note: The scope of work, expected results and other requirements may be updated by the Board from time to time in consultation with the employee without significantly changing the essence of the job requirement to serve the interest of the Centre.

The Board of the BCMD reserves the right to change, delay, alter and cancel the process and outcome of the selection according to provisions of BCMD's Service Manual, with due consideration of BCMD's policy and best practices.