

Terms of Reference

BCMD

Position Description

Position title: Programme Officer

Contract Period : 3 years, extendable based on performance

Reports to: Executive Director, BCMD

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 Planning and Development:

- Shall function as a Programme Coordinator under the direction and supervision of the Executive Director.
- Develop and implement program strategies, goals, and objectives.
- Identify funding opportunities and assist in the preparation of grant proposals.
- Collaborate with stakeholders to design and refine programme initiatives.

Programme Implementation:

- Oversee the day-to-day execution of program activities and initiatives.
- Provide facilitation wherever necessary
- Ensure that programs are implemented according to established timelines and budgets.
- Monitor program progress and make necessary adjustments to achieve goals.

Programme Coordination

- Liaise and coordinate with stakeholders and implement the project activities as per plan and budget available.
- Shall regularly report progress and consult The Executive Director in improving delivery of services.
- Carry out any other tasks as assigned by the Executive Director.

Stakeholder Engagement:

- Build and maintain relationships with partner organizations, donors, and relevant stakeholders.
- Coordinate meetings, conferences, and events related to the program.
- Act as a liaison between the organization and external partners.

Budget Management:

- Develop and manage program budgets, including tracking expenses and allocating resources efficiently.
- Ensure compliance with financial guidelines and reporting requirements.
- Work with Finance/Admin staff to develop, monitor, evaluate and report on the organisation'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.

Data Collection and Reporting:

- Collect and analyse data to assess program effectiveness and impact.
- Prepare regular reports and updates for internal and external stakeholders.
- Monitor and evaluate program outcomes and make recommendations for improvement.

Team Supervision and Support:

- Supervise programme staff, train and guide.
- Provide guidance and support to program team members to ensure they meet their objectives.

Compliance and Regulatory Requirements:

- Ensure that programs comply with all relevant laws, regulations, and policies.
- Maintain accurate records and documentation for audit and reporting purposes

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.

Professional Development:

- Stay updated on industry trends, best practices, and relevant skills to enhance program effectiveness.

Other Duties as Assigned:

- Be flexible and willing to take on additional responsibilities or tasks as required to support the program's success.