

## Terms Of Reference

BCMD

Position Description

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Position Title: Asst. Programme Officer

Contract Period : 3 years, extendable based on performance.

Reports to: Executive Director, BCMD

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### I. Main Function

The Asst. Programme Officer supports the programme under the supervision and directives of the Executive Director and in collaboration with Programme Officers, he/she/they support/implements /coordinates BCMD's programme development

### II. Duties and responsibilities:

#### **Programme Support:**

- Assist in the formulation, planning, development, and implementation of programmes and projects.
- Provide administrative support for programme activities, including scheduling meetings, preparing materials, and maintaining records.
- Coordinate logistics for programme events, workshops, and meetings, including venue booking, catering, and equipment setup.
- Support the planning and execution of programme-related activities and initiatives.
- Ensure programme activities adhere to relevant laws, regulations, and organisational policies.
- Maintain programme documentation, including contracts, agreements, and compliance records.
- Handle Media equipment when necessary, during the events and activities.

#### **Admin/Finance**

- Work with 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.

**Working relationships:**

- **Internal:** Asst. Programme Officers will have to work closely with other BCMD staff on a daily basis.
- **External:** Maintain close interaction with all staff and relevant colleagues of the BCMD network, and with entities associated with BCMD's work within and outside the Government, including international/local partners and other CSOs.

**Minimum Work Requirements:**

Knowledge: A minimum of a Bachelor's degree in Social Science, Media Studies or in a relevant field.

Experience: Fresh Entry/ relevant prior experience

Travel: Willingness to travel for official duties

**Skills and Abilities**

- Excellent written and oral English communication skills. Proficiency in Dzongkha and other languages is an added advantage. Communicates clearly and concisely both orally and in writing.
- Proficiency in handling media equipment and audiovisual editing software will be a plus point.
- Good understanding of BCMD's objectives and programme areas.
- Strong skills in programme and planning, monitoring, and evaluation, and project cycle Management.
- Good technical, organisational, interpersonal and team building skills are essential.
- Team player and respectful of human and cultural diversity.
- Ability to work under pressure and motivate the team, staff and stakeholders;
- Identifies and aligns with BCMD's core values.
- Socially conscious and aware.