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BHUTAN CENTRE  
for MEDIA AND DEMOCRACY

## TERMS OF REFERENCE: PROGRAMME OFFICER

Grade: O2/O1

Duty Station: Thimphu

Employment Term: Term Contract of 3 Years and extendable

### BACKGROUND

Bhutan Centre for Media and Democracy (BCMD) is a civil Society organisation based in Thimphu, working towards a vision of creating, “A vibrant democracy where citizens are engaged and proactive.”

BCMD works in three core areas: Empowering Accountable, Active & Responsible Citizens, Creating Knowledgeable Resources For Citizens and Media Lab – Enabling Citizen Voice.

### MAJOR DUTIES AND RESPONSIBILITIES

The Programme Officer will work under the direct supervision of the Executive Director (ED) of the Bhutan Centre for Media and Democracy, Thimphu. The Programme Officer is responsible for coordinating, planning, and formulating programme activities that aligns with BCMD’s strategic vision and goals. They/S/he must also undertake any other responsibility assigned by the management in relation to the organisation’s mandates. The detailed responsibilities are as follows:

### PROGRAMME PLANNING AND DEVELOPMENT:

- Execute the role of a Programme Coordinator under the direction and supervision of the ED.
- Develop and implement programme strategies, goals, and objectives.
- Identify funding opportunities and assist in the preparation of grant proposals.
- Collaborate with stakeholders to review, design and refine programme initiatives.

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#### PROGRAMME IMPLEMENTATION:

- Oversee the day-to-day execution of programme activities and initiatives.
- Provide facilitation support during workshops/ programmes wherever necessary
- Ensure that programmes are implemented according to established timelines and budgets.
- Monitor programme progress and make revisions in consultation with the ED & Administration and Finance Division (AFD), if necessary to achieve goals.

#### STAKEHOLDER ENGAGEMENT:

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

#### BUDGET MANAGEMENT:

- Liaise with the AFD in resource allocation and programme/ project budgeting
- Manage programme budgets, including tracking expenses and allocating resources efficiently (for projects/programmes under his/her supervision.)
- Ensure compliance with financial guidelines and reporting requirements.
- Work with Finance/Administration 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 Administration/Finance activities.

#### DATA COLLECTION AND REPORTING:

- Collect and analyse data to assess programme effectiveness and impact.



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- Prepare regular reports and updates for internal and external stakeholders.
- Monitor and evaluate programme outcomes and make recommendations for improvement.

#### TEAM SUPERVISION AND SUPPORT:

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

#### COMPLIANCE AND REGULATORY REQUIREMENTS:

- Ensure that programmes 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 meetings/ planning exercises/ forums involving Government, CSOs, UN, and development partners.

#### PROGRAMME COORDINATION :

- Foster a culture of cross-functional collaboration to ensure better coordination and effectiveness of programme/ service delivery
- Liaise and coordinate with stakeholders and implement programme/ project activities as per plan and budget available.
- Regular monitoring and progress reporting to the Executive Director/ donors
- Document and provide relevant feedback to enable BCMD programme/project/service delivery improvement.
- Carry out any other tasks as assigned by the Executive Director.



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## PERSONAL QUALITIES

- Some of the personal attributes that the organization seeks in the candidate are:-
- Possess strong skills in programme and planning, monitoring, and evaluation, and project cycle Management.
- Be able to work independently, and under pressure to meet deadlines and commitments.
- Be able to prioritise effectively and work accurately under time constraints, using initiative, judgment, and high-level administrative and organisational skills.
- Have excellent interpersonal and communications skills
- Be a team-player and must enjoy facilitating group works.

## QUALIFICATION & WORK EXPERIENCE

- A minimum of Bachelor's degree in media studies, social science or any relevant field with a minimum of 3 years work experience.(Preference will be given to those with Master's degree in fields related to governance, media, political science etc.)
- Prior work experience in non-profit organisations would prove to be advantageous

## SALARY AND BENEFITS:

- Salary is based on BCMD's internal service rule and negotiable within relevant range, based on experience.
- Salary benefits include Provident Fund, Health Benefits, Gratuity, and others per the organization's service rule.

## DURATION

- 3 years, extendable based on performance
- Probation of three (3) months.

## ADDITIONAL INFORMATION

- Unsolicited resumes and applications received after the closing date will not be considered.
- Only shortlisted candidates will be contacted and advance to the next stage of the selection process.
- BCMD will also conduct reference (professional) and background checks of all potential candidates and recruitment is contingent on the results of such checks.