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BHUTAN CENTRE
for MEDIA AND DEMOCRACY

TERMS OF REFERENCE: ASST. PROGRAMME OFFICER

Grade: O3

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

Under the supervision and directives of the Executive Director (ED), the Assistant Programme Officer supports the programmes/ programme officers in planning/ coordination and implementation of BCMD’s programmes/ projects. The detailed responsibilities are as follows:

PROGRAMME SUPPORT:

- Assist in the 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.



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BHUTAN CENTRE
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- Maintain programme documentation, including contracts, agreements, and compliance records.
- Handle media equipment when necessary during 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 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 meetings/ planning exercises/ forums involving Government, CSOs, UN, and development partners as and when directed.

PERSONAL QUALITIES

Some of the personal attributes that the organisation seeks in the candidate:-

- 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 communication skills
- Be willing to learn and work in a team and enjoy facilitating group works.
- Good understanding of BCMD's objectives and programme areas.
- Strong skills in programme and planning, monitoring, and evaluation, and project cycle Management.

QUALIFICATION & WORK EXPERIENCE

- Knowledge: A minimum of a Bachelor's degree in Social science, Media Studies or in a relevant field.
- Experience: Fresh Entry
- Travel: Willingness to travel for official duties

P.O. Box 325, Thimphu, Bhutan

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Web: www.bcmd.bt



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SALARY AND BENEFITS:

- Salary is negotiable 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.