

JOB DESCRIPTION

Position Title: Program Officer

Qualification: Bachelors Degree

Employment Type: Regular (6 months probation- to be regularised based on performance)

Remuneration: Commensurate with experience.

Job Summary:

Directly accountable to the Executive Director, the Program Officer is responsible for developing and implementing program/project strategy and budget, and will ensure the program/project meets its stated objectives. The Program Officer will serve as liaison between the Board members and government agencies/developing partners.

Requirements:

1. He/She shall be given preference for prior work experience with a Civil Society Organization.
2. He/She should possess good problem solving ability, communication, planning and presentation skills;
3. He/She should be competent in Microsoft Office productivity tools;
4. He/She should be fluent in Dzongkha, English and have good command of written English;

Job Responsibilities:

1. Understand organizational goals and objectives and be able to create and manage projects, activities and events to help achieve BJTF's goals and objectives;
2. Develop ideas and projects for formal collaboration with targeted development agencies, policy, and research organisations;
3. Willingness to travel as part of project requirements;
4. Identify and track emerging opportunities, research and development of project proposals (technical/ financial) to secure funding;
5. Coordinate meetings with Board members/developing partners for easy and transparent communication regarding project issues/decisions;
6. Produce accurate and timely reporting of program/financial status to developing partners as and when required;
7. Analyse program risks, manage change and meet deadlines;
8. Organise board meetings, circulate agendas, record meeting minutes and seek approval, invite presenters and participants and oversee meeting logistics;
9. Maintain an updated directory of volunteers for their support as and when required;
10. Carry out any other works assigned and be able to work beyond normal office hours.