**Terms of Reference for the Program Officer (Finance)**

**Introduction**

The Program Officer (Finance) is responsible for the overall management of the OYE’s financial operation and administrative functions.

Working under the guidance of the Executive Director, the PO is accountable for implementation of the activities and the results achieved.

The PO shall maintain strong relationships with a diverse range of stakeholders that are important collaborators in the OYE’s mission and activities.

The PO has the responsibility and accountability to set the tone for the Secretariat’s internal and external interactions by exemplifying values of high ethical standards, integrity, and fairness.

**Professional background and documents to be submitted:**

Your application should be addressed to the Executive Director, OYE, Thimphu along-with the following:

1. **Interest**: A brief concept on why you are interested to serve as the Program Officer and what are your strategies to strengthen the welfare of the youth and how those strategies would be realized.
2. **Qualification**: Bachelor’s Degree (Finance) with Tally background.
3. **Age Limit**: 25 to 40 years.
4. **Experience:** Served in the Program Officer Level or equivalent in other agencies. Experience certificate duly endorsed by the last employer.
5. **Documents**: Degree certificates, Tally Certificate, experience certificates and other supporting documents
6. **No Objection Certificate**: NOC, if employed only.
7. CID copy: **a scanned copy of CID.**
8. **Medical certificate**: Latest medical certificate copy.
9. **Light Driving License copy.**
10. **Emolument**: Nu 20,000.00 per month with taxes deductible as per rules in force.
11. **Probation period:** three (3) months from the date of appointment.
12. **Term**: three (3) years from the date of appointment. Extendable depending upon performance.
13. **Communication Allowance**: As per HR Rules
14. **Conveyance Allowance**: As per HR Rules

**Duties and responsibilities**

1. The Program Officer reports directly to the Executive Director, OYE.
2. Prepare and submit financial report including annual budget to the Board.
3. Develop fund-raising Strategic plan and yearly work plan to meet the organization’s goals.
4. Submit annual report to the competent authority.
5. Supervise any project being implemented by the organization.
6. Generate adequate fund for the organization.
7. Look after South Asia Foundation (SAF) book of accounts and submit reports.
8. Write projects floated by partner/donor agencies relevant to the growth of the organization and implement effectively.
9. Selected candidate shall be stationed at a remote project site for one and half years, immediately after appointment.
10. Look after day to day administration of the organization.
11. Attend to any additional tasks as assigned by the Supervisor.

**Where to apply:**

Those individuals who meet the above requirements (TOR) may submit documents latest by **20 January 2023** to:

Email: [bhutanoye@gmail.com](mailto:bhutanoye@gmail.com)

For any queries: Please call at: 17871411