

TERMS OF REFERENCE FOR PROGRAMME AND COMMUNICATION OFFICER

1. RESPONSIBLE TO: Executive Director

2. DUTIES AND RESPONSIBILITIES:

The Programme and Communication Officer (PCO) is primarily responsible with planning, coordination, communication and implementation of the BMF's priorities and activities, including developing/writing programmes and project concepts/proposals, program management, monitor and delivery; promoting awareness of BMF; furthering partnerships with relevant counterparts. He/she will co-ordinate with funding agencies/individuals and work towards developing relationships with the BMF's supporters and assist senior staff in developing and supporting all the other activities.

3. SPECIFIC RESPONSIBILITIES:

3.1 Fundraising

- Develop fundraising plan, prepare funding proposals and identify funding opportunities with partners and donors in collaboration with the Executive Director, other division heads and staff and board;
- Review, refine and compile proposals for approval;
- Align individual projects with the strategic plan, national, and international plans and policies;
- Work with the Executive Director and other division heads to identify potential donors and present proposals;
- Provides recommendations in negotiation of programme MOUs and agreements with donors and partners;
- Supervise the maintenance and update of the BMF website and support the application of other web-based knowledge management systems;
- Support the development of communication materials highlighting BMF's programme approaches and achievements.

3.2 Reporting

- Ensure project personnel meet donor / partner requirements for timely technical and financial reporting;
- Ensure appropriate reporting format, quality, and content and timely delivery of reports to donors, partners and other stakeholders;
- Ensure communication to provide appropriate and up to date information and contribute to BMF regular publications;
- Prepare programme reports to the board.

3.3 Monitoring and evaluation

- Develop and update monitoring and evaluation system for BMF;

- Ensure every project/ programme has its monitoring, expenditure and evaluation plan;
- Monitor project/ programme outputs and outcomes;
- Ensure M & E for quality and timely implementation of BMF projects/ programmes;

3.5 Networking and Partnership Building

- Establish, develop and maintain a network of contacts and good working relations with stakeholders, donors and important government partners including relevant Ministries and related line agencies;
- Organise and facilitate stakeholder meetings in collaboration with ED and other divisions;
- Foster programme partnerships and collaborations with relevant agencies.

4. QUALIFICATION & COMPETENCIES:

- Minimum of a Bachelors Degree in Media studies, social science, political science or related field;
- Strong interest in media, current affairs, politics and social issues;
- Good analytical, writing, communications and management skills;
- People-oriented with strong networking abilities;
- Previous work experience in program/project management;
- Self-motivated, ability to work proactively with minimum supervision;
- Ability to multi-task and coordinate complex projects;
- Proficiency in computer applications (Word, Excel, internet...);
- Fluency in English and Dzongkha;
- Excellent written and oral communication skills a must.