

TERMS OF REFERENCE

PROGRAMME AND COMMUNICATIONS OFFICER

1. RESPONSIBLE TO: Executive Director (ED)

2. DUTIES AND RESPONSIBILITIES:

The Programme and Communications Officer (PCO) is responsible for the planning, coordination, communication, and implementation of BMF's programmes and activities. This includes developing and writing project proposals, managing programme delivery, monitoring progress, and enhancing public understanding of BMF's work. The PCO will also manage public communications, coordinate with donors and stakeholders, and support the Executive Director and senior staff in organizational initiatives.

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 Programme Planning, Coordination, and Implementation

- Plan programmes in line with BMF's strategic priorities, in consultation with the Executive Director, stakeholders, and donors.
- Coordinate programme and project activities based on approved work plans.

3.3 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.

3.4 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.

3.6 Research and Publications

- Conduct research on media and communications-related topics.
- Contribute to the development of publications and knowledge-sharing initiatives.

4. QUALIFICATION & COMPETENCIES:

- Minimum of a Bachelors Degree in Media Studies, Mass Communications, Digital Communications, English Literature, 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 are a must.