# Terms of Reference (TOR)

## 1. Sr. Programme Officer / Programme Officer

Sr. Programme Officer/Programme Officer is primarily responsible in assisting the ED with planning, coordination, communication and implementation of the BMF's priorities and activities, including budgeting tasks for activities, developing/writing programs 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.

**1.1 Responsible to:** Executive Director

**1.2 Qualification and 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, PPT, internet);
- Fluency in English and Dzongkha;
- Excellent written and oral communication skills are a must.

**1.3 Specific Responsibilities**

**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.

**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 hard and electronic copies of reports, documents, MOUs are archived;
- Ensure communication to provide appropriate and up to date information and contribute to BMF regular publications;
- Prepare programme reports to the Board.

**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;
- Conduct regular meetings to assess performances of the division.

**Capacity building of programme/project staffs**

- Conduct annual performance appraisal and training needs assessment of division staff;
- Develop and recommend annual training/capacity-building plan based on programmatic priorities;
- Facilitate program coordinators and project team leaders in Project Cycle Management, project proposal writing and project report writing.

**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;
- Organize and facilitate stakeholder meetings in collaboration with ED and other divisions;
- Foster program partnerships and collaborations with relevant agencies.

**Administration and management**

- Work closely with Accountant on matters related to administration and finance such as budgets, development and revision of MOU and agreements with partners and beneficiaries of BMF;
- Represent the Program Division on BMF Management Team;
- Participate in BMF tender committees;
- Ensure compliance of programme/ projects to agreements, MOUs and regulations;
- Endorse timesheets claims for researchers and part time professionals;
- Support Accountant and Executive Director in recruitment of program staff;
- Verify bills, receipts, vouchers etc related to project/program related expenses;
- Perform other duties as may be required.