**TERMS OF REFERENCES FOR PROGRAMME DIRECTOR/DIRECTOR IN**

**BHUTAN INSTITUTE OF WELL-BEING**

**Position title**: Programme Director/Director

**Level**: III

**Reports to**: Executive Director

**Employment type**: Contract.

**Tenure**: Two year (Subject to renewal based on performance).

**Remuneration**: Shall be based on YDF’s HR Rules, 2018

**Qualification**: Bachelor degree with a minimum of 10 years experience in the relevant field or Masters Degree in relevant field with minimum of 5 years experience in the relevant field.

**Job Summary**

* Responsible for directing the overall functions of Institute; co-ordinate and supervise operations of the Institute assuring quality programme and maintain performance improvement activities within the institute.
* Assure competency of all staff members; assist in formulating budget, evaluates institutes performance versus budget and takes appropriate action to remain within budget guidelines.
* Develop and implement system of reviewing institute charges, ensures that clients charges are accurate and entered on a timely basis.

**Essential Functions**

* Identify, assess and inform the Executive Director of Internal and external issues that affect the organization.
* Act as a professional advisor to the Executive Director on all aspects of the institutes activities.
* Monitor the day to day delivery of the programs and services of the organization to maintain or improve quality.
* Oversee the planning, implementation, execution and evaluation of special projects.
* Responsible for direction of the institute and staff.
* Ability to observe and evaluate treatment effect and recommend changes to physician if necessary.
* Ability to perform an appropriate assessment on all patients as related to the therapy requested.

**Specific responsibilities of the programme director**

The programme director is responsible for following specific responsibilities but not limited to:

* Ensuring an appropriate programme or [project management](https://www.finance-ni.gov.uk/articles/project-management) strategies and framework is in place.
* Preparing the [programme brief](https://www.finance-ni.gov.uk/publications/programme-management-templates), [project initiation documents](https://www.finance-ni.gov.uk/publications/project-management-templates) or equivalent and [business case](https://www.finance-ni.gov.uk/articles/programme-and-project-business-cases) among other documents.
* Appraising options and submitting for approval
* Securing resources and expertise from the client organization as required (appointing professional advisers to support the project sponsor role)
* Co-ordinating and directing end user input.
* Co-ordinating value management strategy
* Determining and managing [risks](https://www.finance-ni.gov.uk/articles/programme-and-project-risk-management) to the programmes in the institute.
* Managing the programme budget, including risk allowance.
* Acting as sole point of contact with the programme managers and advisors.
* Co-ordinating and fostering teamwork.
* Managing the employee’s performance of delegated responsibility.
* Establishing formal reporting arrangements on programme or project progress to the Board of Directors.
* Defining criteria for control and management of the programme or projects in the Institute.
* Receiving and reviewing detailed reports on the programme or project from the programme managers/Officers.
* Establishing, with institute staff, a common approach to major [issues](https://www.finance-ni.gov.uk/articles/programme-and-project-issues-management) that arise.
* Establishing a mechanism to ensure regular dialogue with stakeholders, Secretariat Office to promote problem solving, team working and risk sharing.