

Position Title: Program Officer

Level: V-2

Summary of position:

Assisting in a specific set of tasks/activities related to a Division. Under the supervision and directives of the Sr. Program Coordinator, Programs & Development, Program Officer supports/implements/coordinates children and youth development programs through the Terms of Reference as furnished below:

Terms of reference

1. Program development, implementation, monitoring and evaluation.
2. Develop program grant application.
3. Seek new opportunities and take initiatives.
4. Provide feedback on program activities to the supervisor
5. Provide program summary reports for donor updates(online, publications etc)
6. Assist in the management of YDF publications and communications
7. Provide timely information to Finance and Administration for any type of procurements, printing and publications required for implementation of programs.
8. Ensure project activities comply with the policies and regulations of the donor organization.
9. Ensure close collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results as specified in grant agreements.
10. Employ resourcefulness in project design, implementation and monitoring.
11. Provide any other support as needed.

Qualification

Bachelor's Degree with four Years of Work Experience

Personal Competencies

- Critical Thinking/Problem Solving.
- Oral/Written Communications.
- Teamwork/Collaboration.
- Information Technology Application.
- Leadership.
- Professionalism/Work Ethic.
- Career Management.
- Child and Adolescent Development.
- Cross-Cultural Competence.
- Connecting with Families.
- Connecting with Communities.
- Health, Safety, and Nutrition.
- Professionalism.

Candidates applying for the post shall be required to submit the following documents:

- a) Job Application
- b) Copies of Academic Transcripts & Certificates
- c) Copy of CV and No Objection Certificate
- d) Copy of Citizenship Identity Card
- e) Security Clearance Certificate
- f) Medical Certificate
- g) Any other supporting documents (including references from previous employers, if any)

We can offer

- Staff position : **Two-year contract** with possible extension
- Monthly Salary : **Nu. 20,138.00** (Inclusive of 30% contract allowance), Level V-2 professional category
- Leave : Casual and earned leave as per YDF HR Rule 2018
- Duty station : Programme and Development, Nazhoen Pelri, YDF, Thimphu
- Commencement :
- Learning and development opportunities as part of on-the job professional development and immersion