



འགོ་བོད་མི་སྐོར་ལམ་ལ་མཁུ་སྤྱོད་ལྷན་ཁག་

Bhutan Youth Development Fund

President : Her Majesty the Queen Mother Ashi Tseyring Pem Wangchuck

Position Title: Assistant Programme Officer

Level: V-3

Summary of position:

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

Terms of reference

1. Support programs and activities in accordance with the mission and goals of the Division
2. Develop new programs to support the strategic direction of the Division.
3. Create and manage long-term goals.
4. Develop program grant application, seek new opportunities and take initiative.
5. Prepare divisions annual work plan and facilitate its execution.
6. Implement approved plans, programs and activities within the approved budget.
7. Implement, Provide feedback on program activities to the Sr. Programme Coordinator.
8. Employ resourcefulness in project design, implementation, and monitoring.
9. Provide program summary reports for donor updates to Sr. Programme Coordinator.
10. Design and develop (online, publications, etc) for Programmes and Development Division.
11. Provide timely information on Finance and Administration for any type of procurements, printing, and publications required for the implementation of projects to the Sr. Programme Coordinator.
12. Ensure project activities comply with the policies and regulations of the donor organization.
13. Ensure close collaboration and coordination with cooperating partners to guarantee smooth implementation of activities and achievement of results as specified in grant agreements.
14. Coordinate and manage Volunteer Management Information System (Registration, update and etc).
15. Provide any other support as needed.
16. Assist in any other task assigned by the Sr. Programme Coordinator.



འགོ་བོད་མི་སྐོར་འཕེལ་མ་དངུལ་

Bhutan Youth Development Fund

President : Her Majesty the Queen Mother Ashi Tseyring Pem Wangchuck

A) Attitude, Knowledge and Skills

- 1) Positive and learning attitude;
- 2) Strong organizational and interpersonal skills;
- 3) Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work;
- 4) Ability to be flexible, organized and function under stressful situations;
- 5) Ability to complete work assignments accurately and in a timely manner;
- 6) Ability to communicate effectively, both orally and in writing;
- 7) Basic computer skills;

Education & Criteria

He/she must/should have:

- Degree in relevant fields.
- Good inter-personal skills and the ability to establish excellent working relationship with colleagues.
- Excellent written and oral English communication skills
- Good knowledge and skills in IT
- Relevant work experience would be preferred
- Should be currently in YDF grade V-2

Other requirements

- Copy of Bachelor's Degree Certificates and Academic transcripts.
- Copy of Class XII Certificate and Academic transcripts.
- Copy of Class X Certificate and Academic transcripts.
- Curriculum Vitae.
- Copy of Citizenship ID Card.
- Security Clearance Certificate (approved online).

Employment Type

- 2 years initial contract (extendable based on individual performance and requirement of the YDF)

Salary

- Pay shall be fixed within the existing YDF pay scales, YDF Service Rules and Regulations.