**Position: Program Officer**

**Duty Station: Thimphu**

**Employment type: Regular**

**Background**

Bhutan Toilet Organization (BTO) is a Civil Society Organization dedicated to advocating for universal access to clean and safe toilets for improved health, dignity, and quality of life. We partner with the government and international agencies to contribute in achieving SDG 6, through strategic partnerships, innovation, advocacy for behavioral change, policy solution, and active citizen volunteerism.

As a program officer you will closely work with Executive Director and Program Manager to support/implement/coordinate/develop BTO’s programme and projects as per the Terms of Reference furnished below;

**Responsivities/Duties**

* Be responsible for the overall management, coordination, and successful implementation of existing projects.
* Develop and implement project plans and strategies to achieve defined objectives and targets.
* Manage project/program budgets, including tracking expenditures and ensuring cost-effectiveness.
* Oversee day-to-day project activities and ensure their efficient execution including problem solving, processing of approvals and resource management.
* Monitor and evaluate project/program progress against established benchmarks and deliverables.
* Prepare and submit regular project reports ensuring compliance with grant regulation and reporting requirements.
* Communicate with partner organizations and stakeholders to support the planning, design, implementation, monitoring, and reporting of projects.
* Manage any procurement and other administrative related tasks together with finance section.
* Carryout periodic field visits to project sites and interaction with partners to monitor progress, evaluate results, impacts, and resolve implementation issues
* Review and ensure timely project/program reporting/ updates as per donor requirements including preparation of program documentation, briefs, and other resources.
* Monitor and verify implementation in accordance with and in compliance to the grant guidelines/procedures/agreements and financial due diligence.

**Partnership and Communication**

* Build and maintain positive relationships with project partners, including government agencies, CSOs and beneficiaries.
* Contribute to other communication on websites, social media platforms, major publications and newsletters
* Participate and contribute to materials for external outreach and fund-raising activities such as audio-visual presentations
	+ - * Interact and engage with project partners and potential donors to promote the BTO’s programs.
			* Represent BTO at meetings, official functions, and work-related events as directed by the management.
			* Ensure an efficient knowledge management, data and information.

**Eligibility Criteria**

* S/he should also have the ability to prioritize effectively and work accurately under time constraints, using initiative and judgment and a high level of administrative and organizational skill.
* Position requires a high degree of self-initiative, resourcefulness, curiosity, and independence.
* S/he must be able to operate with independence, under pressure to meet deadlines and commitments.
* S/he should have excellent interpersonal and communications skills.
* Minimum of bachelor’s degree preferably in the field of social sciences, development studies, or similar field is required.
* To be eligible for the position, a minimum of 2 years of experience in project/program development, management, implementation, or a related field is necessary.
* Fluency in both Dzongkha and English is required.
* Proficiency in standard computer programs (word-processing, excel, presentations, databases, and internet) is required.
* Added skills such as project management tools, work management and design tools may be considered favorably

**Renumeration**

* Negotiable based on the work experience and qualification.
* Other benefits include provident fund, gratuity, Group Insurance Scheme.
* Annual increment and performance-based increments as per the HR and Service Manual of the Organization