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| **I. Position Information**  |
| Job title: Sr. ProgramOfficerSupervisor: PMU, DNB, MoFDuration: 1 Year (Extendable) |

**II. Brief Job description**

The Royal Government of Bhutan (RGoB) in collaboration with the UN Resident CoordinatorOffice (RCO), UNDP and UNICEF will be implementing a UN SDG Fund Joint Programme titled “Building a Bhutan Integrated National Financing Framework for the Sustainable Development Goals (SDGs) and Gross National Happiness (GNH)”, running from January 2021 to December 2022.

The Joint Programme implementation will be steered by the Department of National Budget (DNB), Ministry of Finance in close collaboration with GNHC and other implementing partners, RCO, UNDP and UNICEF. Therefore, a dedicated person as a Programme Officer to manage the SDG Fund Joint Programmeattached with the PMU, DNB will be recruited on contract for a period two years. TheProgrammeOfficer will be under the direct supervision of the Budget Officer, housed under the DNB Office. The incumbent will also work under the direct supervising of the Budget Officer and liaise with the GNHC, UNDP and UNICEF representatives

**III. Functions / Key Results Expected**

Some of the Key duties and responsibilities will include the following:

1. **Joint ProrammeManagement**
* Overall management of day to day activities of the Joint Programme, including correspondences within and outside DNB, GNHC and UN Offices.
* Coordination with Stakeholders for activity implementation, reporting to GNHC and UN agencies on production of key milestones as per the Joint Programme Document;
* Support recruitment of technical experts, framing terms of references and assisting with the identification and selection of consultants in coordination with PMU, and implementing partners.;
* Coordinate the work of consultants to ensure outputs are delivered on time, within the set budget, and to high quality standards;
* Organise relevant workshops/seminars/meetings in consultation with PMU, GNHC, UN agencies and Stakeholders;
* Prepare and revise programme work and financial plans, as required by the Programme Document;
* Facilitate procurement of goods and services following RGOB or UN guidelines as appropriate;
1. **Reporting/Communication/M&E**

Develop and submit briefing notes, press releases, web articles and other media products in collaboration with PMU and communicate to relevant agencies.

* Prepare financial and narrative reports (annual, midterm, quarterly) and final consolidated progress reports and submit to the Joint SDG Fund Secretariat and relevant agencies;
* Facilitate the midterm and terminal evaluation of the Joint Programme, including management responses;

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| **IV. Key deliverables (products and processes)** |
| * Detailed Work Plan and budget agreed by all major partners;
* Planned activities are carried out in line with timelines and required quality standards;
* Project SteeringCommittee formed and operational;
* SteeringCommittee Meeting Minutes documented;
* All consultants recruited and ensured deliverables as scheduled;
* Financial and narrative reports (annual, midterm, quarterly) and final consolidated progress reports submitted to the Joint SDG Fund Secretariat through the PUNOs;
* All workshops organised in line with work plan and well documented;

Briefing notes, press releases, web articles and any other products related to the project submitted as required by the Programme Documentand communicate to PUNOs and RCO and Fund Secretariat and RGoB implementing partners;* Conduct midterm and terminal evaluation of the Joint Programme, including writing of management responses.
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| **V. Competencies**  |
| * Ability to multi-task, good inter-personal skills and flexible attitude and work well under pressure;
* Highly organized, sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
* Ability to maintain overview in complex work situations, self-starter.
* Able to gather and process data and information.
* Display astute and empathy;
* Creative, innovative and provide logical reasoning and solution to the problems;
* Maintains professional relationships with supervisors, co-workers and clients.
* Proficiency in using computer applications (word processing, spreadsheet, presentations, project planning, e-mail, etc.)
* Demonstrated project management skills and ability to coordinate different stakeholder groups; ability to take initiative and to work independently, as well as part of a team;
* Excellent communication skills with ability to express ideas clearly, concisely and

effectively, both orally and in writing; and * Good facilitation and presentation skills and ability to represent the organization at seminars, workshops and other events.
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| **VI. Experience and Qualifications**  |
| Qualification | * Minimum of Bachelor’s Degree in economics, commerce, business and finance
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| Experiences | * At least 5 years of experience, preferably in the implementation of projects/programmes ;
* Familiarity with national planning and public financial management;
* Experience in report writing and financial management in a project environment.
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| Language  | Excellent written and oral communication in English &Dzongkha |

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| **VI. Salary and benefits** |
| Basic Pay (BP) | 28,315 |
| Contract Allowance  | 30% of BP |
| HRA | 5,665 |
| TADA/Mileage | RGoB Rate |