

**TERMS OF REFERENCE FOR CHIEF PROGRAM OFFICER  
SKILL BASED DEPLOYMENT DIVISION**

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**1. OVERALL JOB DESCRIPTION**

Designation: Chief Program Officer  
Division: Skill Based Deployment Division  
Supervising Officer: Director General  
Duty Station: De-suung Head Quarter, Thimphu

Chief Program Officer shall be the overall Head of the Skill Based Deployment Division and report to Director General. He/she shall assist DG in the overall management and operations of the Division.

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**2. JOB RESPONSIBILITY**

His/her responsibilities shall be as follows:

- Develop strategies, policies, and manuals for skill-based deployment of De-suups and the overall Division.
    - Conduct research of various skill-based engagement programs.
    - Conduct needs assessment of De-suups for skill-based engagement and develop deployment plans accordingly.
  - Liaising with relevant agencies for
    - Coordinating and implementing skill-based engagement programs.
    - Preparing SOPs for engagement of De-suups.
    - Ensuring right resource persons/coordinators are identified and mobilized for the programs.
    - Ensuring welfare, wellbeing and safety of De-suups on duty
  - Ensure due diligences is done for all requisitions submitted by agencies.
  - Preparing and submitting budgetary requirements for the Division.
  - Maintaining proper records
  - Any other related duties and responsibilities assigned by Director General.
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**4. QUALIFICATION & EXPERIENCE**

He/she must/should have:

- Minimum of Bachelor's degree, preferably master degree
  - Minimum of 10 years of relevant work experience, should have served minimum of 5 years in executive or management level.
  - Undergone De-suung Integrated Training
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## **5. SKILLS, KNOWLEDGE AND ATTRIBUTES**

- Excellent leadership skills;
  - Excellent managerial capabilities;
  - Excellent planning, organization and decision-making skills;
  - Strong oral and written communication skills;
  - High integrity/ethics;
  - Strong inter-personal skills and ability to develop and foster meaningful relationship with relevant stakeholder;
  - Ability to complete works/projects under deadlines.
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