

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

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**1. OVERALL JOB DESCRIPTION**

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

Sr. Program Officer shall be placed under the Skill Based Deployment Division and report to Chief Program Officer who shall be the Head of the Division. He/she shall assist CPO in the overall management and operations of the Division.

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**2. JOB RESPONSIBILITY**

His/her responsibilities shall be to provide technical support and assistance to:

- Develop policies, manuals and strategy on skill-based deployment of De-suups and overall Division.
  - Conduct needs assessment of De-suups for skill-based engagement and develop deployment plans accordingly.
  - Liaise with relevant agencies for coordinating and conducting skill-based engagement programmes.
  - Coordinate with the requesting agencies and prepare SOPs for engagement of De-suups.
  - Ensure all requisition forms/letters submitted by requesting agencies are genuine.
  - Coordinate and implement skill-based deployment programmes as per the plans.
  - Identify and mobilize resource persons and De-suup coordinators required for the programmes.
  - Conduct research of various skill-based engagement programmes.
  - Prepare budget for skill-based engagement activities.
  - Coordinate with the requesting agency to ensure welfare, wellbeing and safety of De-suups on duty.
  - Maintain records, data, statistics and information related to the activities.
  - Record information of all De-suups volunteered for the event in the MIS system.
  - Any other related duties and responsibilities assigned by Chief Program Officer.
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#### **4. QUALIFICATION & EXPERIENCE**

He/she must/should have:

- Minimum of Bachelor's degree
  - Minimum of 5 years of relevant work experience
  - 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 and desire to complete works/projects under deadlines.
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