

**TERMS OF REFERENCE FOR PROGRAM OFFICER
OPERATIONS DIVISION**

1. OVERALL JOB DESCRIPTION

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

Sr. Program Officer shall be placed under the Operations Division and responsible to foresee all services relating to Thimphu Zoning Deployment. He/she shall report to Chief Program Officer, Operations Division and assist him/her in the overall management and operations of Thimphu Zoning Services under the Division.

2. JOB RESPONSIBILITY

His/her responsibilities shall be:

a) Disasters

Disasters and emergencies are sudden and unexpected events that De-suups will have to respond to. He/she shall liaise and coordinate with Gojay(s) to:

- Compile and record name list of De-suups volunteered for the disaster.
- Ensure welfare, wellbeing and safety of De-suups on duty are met.
- Ensure all De-suups attending the disaster are safe and no one is left behind at the site.
- Ensure refreshment are provided to De-suups on duty.
- Record information of all De-suups volunteered for the event in the MIS system.

b) Organized events

The organized events will be activities where external agencies request the De-suung Head Quarter for assistance. He/she shall:

- Ensure all requisition forms/letters submitted by requesting agencies are genuine.
- Inform of such request by the requesting agencies to the Division Head.
- Coordinate with the requesting agencies and prepare SOPs for engagement of De-suups.
- Liaise and coordinate with Gojay(s) to compile, record and prepare name list for mobilization of De-suups.
- Develop De-suup Mobilization and Deployment Plan and ensure De-suups are deployed as per the plan.

- Coordinate with the requesting agency to ensure welfare, wellbeing and safety of De-suups on duty.
- Coordinate with Gojay to ensure that the requesting agency hands over deployed De-suups safely.
- Record information of all De-suups volunteered for the event in the MIS system.

c) Planned events

Planned events are activities that are internally organized by De-suung Head Quarter. He/she shall:

- Prepare annual event calendar in consultation with the management.
- Inform and disseminate of such approved event to De-suups in advance.
- Oversee the organization and preparation of such event.
- Ensure event is organized and executed professionally.
- Compile and record name list of De-suups volunteered for the event.

d) Individual volunteering activities

Events which are organized on volunteer basis by individual De-suups or De-suups of different batches based on their areas of interests are Individual volunteering activities. He/she shall:

- Ensure information on such activities are submitted to the Operations Division for approval.
- Ensure permission for organizing such activities are sought from the De-suung HQ.
- Inform De-suup(s) applying for such activities of the outcome of their request.
- Ensure welfare, wellbeing and safety of De-suups are taken care by the applying De-suup(s)

e) General Responsibility

Other activities he/she shall undertake shall be to:

- Liaise and coordinate with requesting agencies
- Liaise and coordinate with Disaster Management
- Prepare budget for operational activities
- Any other activities and responsibilities assigned by the Division Head.

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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