

TERMS OF REFERENCE FOR PROGRAM OFFICER

TRAINING DIVISION

1. OVERALL JOB DESCRIPTION

Designation: Program Officer, Border Deployment
Division: Operations Division
Reports to: Chief Program Officer
Duty Station: De-suung Headquarter, Thimphu

Program Officer shall be responsible for smooth operations of services related to Border Deployment under the Operations Division. He/she shall report to Chief Program Officer (CPO) and assist in the overall management and operations of the Division.

2. JOB RESPONSIBILITY

His/her responsibilities shall be to:

- Develop policies, manuals and strategy on Border deployment.
 - Conduct needs assessment of De-suups requirement for Border deployment.
 - Liaise with relevant agencies (RBA, RBP, Dzongkhags) to understand De-suup requirement and to ensure smooth management and deployment of De-suups to borders.
 - Effectively coordinate and implement deployment plans.
 - Ensure welfare, wellbeing and safety of De-suups on duty and swiftly resolve issues if any.
 - Bring issues and problems relating to Border deployment to management that requires attention and ensure immediate action.
 - Gather feedbacks on areas of improvement and provide recommendations.
 - Recommend amendment of plans as and when required.
 - Prepare budget requirement for border deployment activities.
 - Maintain necessary records, data, statistics and information relative to the operation of the division.
 - Assist Chief Program Officer in discharging his functions.
 - Any other related duties and responsibilities assigned by the Chief Program Officer.
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3. 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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4. SKILLS, KNOWLEDGE AND ATTRIBUTES

- Excellent leadership skills;
 - Excellent managerial capabilities;
 - Excellent planning, organization, analytical skills 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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