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*Loden Foundation*

Thimphu: Bhutan | P.O. Box. 131

Tele: +975-77193322 / +975-77195599

Email: [info@loden.org](mailto:info@loden.org)

[www.loden.org](http://www.loden.org)

## **TERMS OF REFERENCE: ASSISTANT PROGRAMME OFFICER - LEP**

### **Position Summary**

The Assistant Programme Officer- LEP is responsible for assisting in envisioning, managing, implementing, evaluating, monitoring and advocating all Loden Foundation's initiatives to promote the overall vision of the organization. The position holder's key duties include being responsible to assist in managing and carrying out activities, particularly in the Loden Entrepreneurship Programme (LEP) as reflected in the overall work plans of Loden. In addition, the officer should also be willing to take on any additional task as and when deemed necessary by the Executive Director. The position works closely with and reports to the Programme Officer -LEP and the Executive Director.

### **Major Duties and Responsibilities:**

- 1. Assist in overall Programme Coordination:** S/he is responsible for the assisting Programme Officer - LEP and the Executive Director in the smooth functioning of the any activities within the Loden Entrepreneurship Programme (LEP).
  - 1.1. Assist in coordinating training programme with activities such as but not limited to logistics, administration, finance and communications.
  - 1.2. Assist in coordinating and carrying out tasks during major events included in the LEP programme, mainly the Druk Tshongrig Gatoen (DTG), the annual entrepreneurship crash-course and the call for business proposals.
  - 1.3. Assist during office hours to attend to any walk-in guests in order to explain about the LEP programme or any other LEP related inquiries.
  
- 2. Assist in Loden SEED Programme:**
  - 2.1. Assist in coordinating Loden SEED programme under close supervision of the Executive Director.
  - 2.2. Carry out presentations during the training.
  - 2.3. Draft donor reports for the programme as per the work plan.
  
- 3. Assist in Loden Mentorship Programme:**
  - 3.1. Assist the Programme Officer - LEP and Executive Director in facilitating the Loden Mentorship Programme.
  - 3.2. Assist the Programme Officer - LEP and Executive Director to evaluate the mentor report in coordination with the Mentor in Chief.



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- 3.3. Assist the Programme Officer - LEP and Executive Director in further strengthening the mentorship programme by developing and facilitating activities such as training, workshops and meetings.

#### **4. Monitoring and Evaluation (M&E)**

- 4.1. Assist Programme Officer - LEP and Executive Director to plan and carry out timely annual or bi-annual site visits to the project sites.
- 4.2. Assist Programme Officer - LEP and Executive Director to plan and carry out timely annual or bi-annual site visits of donors and stalwarts to the project sites.

#### **5. Programme Communications**

- 5.1. Provide up-to-date information to the communications team and advisors in order to promote the LEP programme and its success stories.
- 5.2. Take photos during the site visits for archiving.
- 5.3. Coordinate live updates on Loden's social media accounts during any event or trip.
- 5.4. Look for any positive or success stories that may be useful in promoting the work of Loden and fundraising for the programme and inform the communications team.

#### **6. Programme Financing**

- 6.1. Submit draft budget to the Finance Manager for any activities such as training, workshop, events and others well in advance.
- 6.2. Work closely with the Programme Officer- LEP and the Finance Manager in overseeing financial management of the LEP activities, including tracking of income and expenditure, in order to ensure that the activities remain within the budget allocation.

#### **7. Networking**

- 7.1. Assist the Programme Officer - LEP, the Executive Director and Stalwarts to explore potential partners within and outside Bhutan to strengthen the LEP programme.
- 7.2. Represent Loden Foundation at relevant and necessary events in Bhutan.



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## **Minimum Qualification**

### Education/Experience

- Minimum bachelors degree with emphasis on business, economics, entrepreneurship or other related field
- Relevant work experience in related field
- Excellent communication skills in spoken and written Dzongkha and English.
- Working knowledge of Microsoft Office Suite

### **Personal qualities**

The Programme Officer must operate with independence, under pressure to meet deadlines and commitments. S/he should also have the ability to prioritise effectively and work accurately under time constraints, using initiative and judgment and a high level of administrative and organizational skill. The Programme Officer should have excellent interpersonal and management skills, and must enjoy facilitating the work of others. S/he should be a team player while at the same time proactive and willing to lead.

### **Probation Period**

A probation period of six months shall apply:

- The period shall be viewed as a period of trial where the organization assesses the competence, character, aptitude, discipline and suitability of the candidate.
- The newly recruited employee will not receive any additional benefits during the first six months of the employment.

### **Remuneration**

- Nu. 18,000 per month
- Nu. 1,500 communications allowance and other benefits as per Loden's Service Manual