



Programme Officer (Terms of Reference)

Background

As a Program Officer, your primary responsibility is to raise funds for the organization and to manage the loan program for Loden Entrepreneurship Program. You will work closely with the organization's leadership and other team members to develop fundraising strategies, identify potential donors, and cultivate relationships with them.

In addition to fundraising, you will also oversee the NGO's loan program. This involves reviewing business plans submitted by potential borrowers, assessing their financial viability and sustainability, and making recommendations for loan approval.

To be successful in this role, you should have strong communication and organizational skills, as well as experience in fundraising and/or financial management. You should also be passionate about the organization's mission and be able to effectively communicate its impact and importance to potential donors and loan applicants.

The Position

The Program Officer works in conjunction with other members of the programs team to administer the portfolio of grants for the Loden Entrepreneur program building alliances and advocating on issues identified.

Primary tasks range from grants management to the review and analysis of funding requests while actively contributing to the overall growth and strategic development of the organization.

Overall, your role is critical to the success of the organization's mission. You will need to be proactive, detail-oriented, and able to manage multiple projects simultaneously.



Primary Responsibilities

1. *Program Management*

- Managing the day-to-day operations of the programs you oversee(Loden Entrepreneurship Program).
- Developing work plans, timelines, and budgets.
- Monitoring progress against key milestones in accordance with the organization's policies, procedures, and best practices.

2. *Program Implementation, Coordination & Evaluation*

- Review and evaluate incoming proposals from groups worldwide, acquire supplementary information/research as needed.
- Seek endorsements and communicate with advisors on grant proposals.
- Write reports and analyses of programmatic activities.
- Preparation of the program's budget.
- Oversee administrative duties within the programs team including database management and grants administration.

3. *Communication & Representation*

- Create connections between grantees and other funders.
- Manage and produce program content on the website as needed.
- Strengthen Loden's networking with other donors, foundations, women's, and other relevant organizations to develop grantmaking and programmatic partnerships and collaborations.
- Represent Loden at public events and/or in mass media.
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4. **Project Reporting and initiatives**

- preparing and submitting regular reports to internal and external stakeholders. These reports should provide updates on program progress, highlight key achievements, and identify areas where improvements are needed.
- Conducting needs assessments, analyzing data, and identifying opportunities for new programs or initiatives.
- Be involved in fundraising efforts to secure funding for your programs. This could involve identifying potential funding sources, developing proposals, and working with the fundraising team to submit grant applications.

5. **Team Leadership**

- Work in collaboration with other teams, including Fundraising, Communications, and Finance.
- Contribute to the overall health and growth of the organization.

6. **Networking**

- Work closely with the Program Manager to explore potential partners within and outside Bhutan to strengthen the Loden Entrepreneurship Programme.
- Represent Loden Foundation at relevant and necessary events in Bhutan.
- The position is also required and should be willing to take on any ad-hoc task assigned by the Executive Director.

7. **Education/Experience**

1. Minimum bachelor's degree with work experience in a related field or equivalent qualification.
2. Excellent communication skills in spoken and written Dzongkha and English.
3. Ability to read, write and compute the report effectively.
4. Strong ability to organize and prioritize workload and meet deadlines.
5. Must possess high integrity and work ethic.
6. Demonstrable commitment to or experience in humanitarian work.



7. A deep knowledge of Bhutan and substantial acquaintance with its different regions.
8. Computer literate, and able to produce electronic documents in English and in Dzongkha.
9. Knowledgeable about the mechanisms of the Bhutanese government, law, and social policy.
10. Proposal and report writing skills.
11. Ability to represent the Loden Foundation in government offices and legal institutions.
12. Ability to travel, and work independently as well as in a team.

Core competencies

1. Demonstrating/safeguarding ethics and integrity;
2. Demonstrate knowledge and sound judgment;
3. Self-development, initiative-taking;
4. Acting as a team player and facilitating teamwork;
5. Facilitating and encouraging open communication in the team, communicating effectively;
6. Creating synergies through self-control;
7. Managing conflict;
8. Learning and sharing knowledge and encouraging the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member;
9. Informed and transparent decision making

Remuneration Range

Basic Salary	Nu 25,000- Nu 35,000
Local Travel Allowance	Nu 1500