BHTF/Adm-02/2023-24/ 31st July 2023

**Vacancy Announcement**

The Bhutan Health Trust Fund would like to invite interested Bhutanese citizens to apply for the vacant post of Sr. Program Officer on Regular Appointment as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position Level | Slot | Minimum qualification | Pay scale | Experience |
| SO II | 01 | Bachelor’s degree in relevant field | 36,810-1,560-68,010 | Minimum 5 years in project Management |

**Eligibility Criteria**

An Individual with minimum of Bachelor’s degree with 5 years of work experience in field of project management with excellent oral and written communication skills, both in Dzongkha and English, analysis and cross-cultural sensitivity, with demonstrated diplomatic skills and a desire to work with local and international specialists. For Terms of Reference, visit our website [**www.bhtf.bt**](http://www.bhtf.bt)

**Required Documents:**

1. Application addressed to Interim Director, BHTF
2. Resume
3. Copy of Academic Certificates
4. Copy of relevant training transcripts, if any
5. Copy of Citizenship Identity Card
6. Copy of Medical Fitness certificate
7. No objection certificate from employer if employed
8. Audit clearance if employed
9. Security Clearance Certificate

**Application deadline:**

Interested candidates may apply to the office of Bhutan Health Trust Fund latest by **August 20, 2023**.

For any queries, please contact to cdema@bhtf.bt or mobile no. **975-77348083** during office hours **(9am-5pm)**

**Job Description/Terms of Reference for Sr. Program Officer**

**General Description and Scope of the Post:**

Under the supervision and guidance of the Director/Chief Program Officer (CPO) of the Bhutan Health Trust Fund (BHTF) the Program Officer will assist with the development, management, and coordination of the trust’s program activities in Bhutan. The Program Officer will advise the Director/CPO on pertinent issues in Bhutan, and provide essential input for program review and evaluation to ensure that BHTF goals, strategies, and activities are grounded in sound business management to enhance the cost effectiveness of field efforts.

**Position Title:** Sr. Program Officer

**Reports to:** Director

**Supervises:** May supervise support staff and consultants

**Type of employment:** Regular

**Duty Station:** Thimphu, Bhutan

**Monthly Remuneration:** As per BHTF Rules and Regulations 2018

**Duties and Responsibilities**:

1. Review all incoming proposals in program area, program review meetings, and proposals on related subjects for technical soundness, and to ensure they fall under the BHTF’s funding mandates;
2. Assist the Director/CPO during the preparation of annual BHTF work plans with partners in government, NGO, and rural communities, including preparation of all annual operating budgets and regular financial monitoring and reporting;
3. Utilize technical and analytical skills to provide technical assistance to projects, and assist the Director/CPO and potential grantees in developing initiatives to ensure that BHTF grant portfolios yield useful information and lessons‑learned;
4. Assist the Director/CPO to monitor, analyze, and evaluate regularly and systematically the performance of all activities in accomplishing program and organization objectives, and provide technical assistance in reporting these results to the BHTF’s Management Board and donors;
5. Monitor new technical information, policy developments, issues, and trends related to health care and investments and recommend programmatic responses. The Program Officer should be able to conduct field research, publish articles in professional journals and/or participate in associations to maintain a professional profile in the field;
6. Prepare/review all information regarding BHTF programs through preparation of brochures, periodic reports, articles, presentations at symposia and arranging special seminars;
7. As assigned, may indirectly oversee administration of BHTF Secretariat, support staff, and consultants.

**Working Relationships**

1. The Program Officer will report to the Director/CPO of the BHTF, and update them regularly on the BHTF’s programs and field progress, annual grants and operating budgets, and regularly advise on pertinent health care issues in the country;
2. Interact frequently and maintain contact with government, non-government, and development and donor agencies, and members of health care communities (national and international) to encourage participation in BHTF program activities, and to assist the BHTF Secretariat in planning and designing collaborative or interactive projects and ensure projects are based on sound health care services.

**Qualification and Work Experience**

1. Minimum of Bachelor's degree (preferably in health related fields) and with minimum 5 years’ experience in project management.
2. It is essential that the individual is technically proficient and qualified in the field of healthcare and investments. Preference will be given to candidates with prior experience in health care or fund management;
3. Administrative experience in project management, budgeting and oversight is desirable. Demonstrated capability to work and communicate with both technical and non-technical health workers.

**Skills and Abilities**

1. This position requires excellent oral and written communication skills, both in Dzongkha and English, analysis and cross-cultural sensitivity, with demonstrated diplomatic skills and a desire to work with local and international specialists;
2. Must have ability to translate objectives and results among different groups, including social scientists, natural scientists, business people, rural communities, and others;
3. Posses a vision for how the goals of sustainable primary health care services can be integrated in the context of Bhutan; and
4. Maintain high degree of creativity and tolerance for field work under difficult conditions.