



## THE SAMDRUP JONGKHAR INITIATIVE

### TERMS OF REFERENCES Program Officer

Menchari Pilot village

#### **Overall objective (s) of LMS-SJI**

The overall longer term development objective of the SJI is to raise living standards in Samdrup Jongkhar and establish food security and self-sufficiency, while fully protecting and enhancing the natural environment and making it resilient to climate change, strengthening communities, stemming the rural-urban migration tide especially among educated youth, and fostering a cooperative, productive, entrepreneurial, and self-reliant spirit grounded in a rights-based approach to development, particularly focusing on women and youth.

Through interventions contributing to the overall objective, the aim is to uplift the Samdrup Jongkhar Dzongkhag in the most sustainable way, in line with Gross National Happiness (GNH)-goals. The intention is that the Dzongkhag will serve as a best practice pilot district, from which other district and national replication can take place.

#### **Project objective(s)**

##### **Menchari GNH model village**

It aims at holistic development that integrates a wide range of social, economic, environmental, and human dimensions to improve the wellbeing of the people as a whole.

##### **Description of duties and responsibilities**

- Manage and coordinate all activities related to Menchari Pilot Village in collaboration with other Program Officer.
- Liaise and corporate closely with stakeholders to ensure the smooth implementation of the project.
- Produce timely plans/reports and apply monitoring and evaluation for learning and sharing.

- Cooperate with other colleagues to run capacity development activities.
- Actively explore new ideas, opportunities and partnerships for program and organization development.
- Support the information-communication-networking activities of every program in Live & Learn, related to project development and management.
- Identify and maintain working contact with networks, partners and stakeholders.
- Other supporting tasks to the organization when required.
- Assist in continuous needs assessments carried out by the SJI to identify relevant appropriate technologies required by Menchari Pilot Village, particularly within the agriculture sector.
- Assist in conducting peer-to-peer trainings on installation, maintenance, and usage of appropriate technologies.
- Participate in trainings conducted in house in order to gain necessary knowledge and skill.
- Supervise interns and volunteers in carrying out project work in Menchari.
- In collaboration with other programs, monitor and evaluate the projects.
- Provide overall assistance in various ad-hoc work and logistical arrangements when required by the office.

#### **Conditions of work**

The work base will be Dewathang where the office of the SJI is located. Dewathang is connected by road, electricity, water supply and Internet. Finding housing in Dewathang is a challenge. The office is equipped with Internet, printers and a library. Staff members may be asked to travel away from their usual workplaces on authorized missions. The work includes travel and trekking to rural areas. In rural areas, accommodation is arranged in houses of farmers.

#### **Behavioral qualities**

The SJI works closely with the community. Our interactions with our communities define our roles and responsibilities. We have carefully developed a harmonious relationship with our stakeholders. All SJI employees are mandated to uphold the highest standards possible when it comes to work in the office and in dealings with community. A strong work ethics, respect for deadlines and team spirit is essential.

## **Terms and conditions of employment**

### **Contract duration**

- The candidate selected for the assignment is expected to commence work within three working days after the announcement of result.
- The selected candidate will be on six months probation.
- Assignment will be for 36 months and extendable base on performance.

### **Remuneration and allowances**

- A salary of Nu. 16,000 will be paid at the end of every calendar month.
- DSA/TA will be paid as per the organization's practice.
- Annual increment of Nu. 300 (Ngultrum three hundred) shall be given based on performance. It shall not be claimed as a matter of right.
- Five percent of the employee's basic salary shall be deducted monthly towards the Private Provident Fund (PPF) scheme serviced by RICBL and a matching contribution from the employer shall also be made monthly towards the fund. Entitlement shall be determined as prescribed in the agreement and the office order(s) in force.
- Gratuity of one month's salary for every completed year of satisfactory service but not exceeding Nu. 300000/- (Ngultrum three hundred thousand) only shall be paid to the employee if the employee has served the office satisfactorily for at least eight years.

### **Other conditions of contract**

- The employee shall be responsible for arranging his own residential accommodation, medical expenses and insurance.
- The employee shall be entitled to leave as approved by the employer's board.
- The employee shall be liable for taxes as per the laws of the land.

### **Code of Conduct:**

- In general, Internal Service Rules, Finance & Accounting Manual and Article of Association of Lhomon Society shall govern.