



Terms of Reference

Program Officer

Overall objective of the SJI

The Samdrup Jongkhar Initiative (SJI) is a community-based organization that operates under the auspices of the Lhomon Society; a registered Civil Society Organization (CSO) in Bhutan. SJI promotes the principles of Gross National Happiness (GNH) in harmony with Government goals at a grassroots level. SJI upholds trust and confidence, valuing and enhancing local potential through partnership with local government and government institutions.

Project Objective(s) - Menchari Pilot 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.

Organic Agriculture

We work for a wholly organic agriculture by rescuing traditional practices and enhancing best organic agriculture practices through training, awareness raising and expert support to the local community.

Description of Duties and Responsibilities

The Program Officer shall:

The Program Officer shall function under the direct supervision of the Program Director. She/he shall manage and coordinate all activities under Menchari Pilot Village and Organic



Agriculture Program.

1. Learn on the best organic agriculture practices by SJI: Concept of the Lead Farmer, Farmer-to-Farmer Extension, Community Seed Bank, Seek Keepers & Growers Group, Product Development, SRI method of rice cultivation, Composting, Bio-gas, Land Management, Seed Saving etc...
2. Understanding the overall concept of Menchari Pilot Village and Organic Agriculture Programs by referring to SJI's strategic document, annual work plans, projects, reports, making field visits and orientation program.
3. Implementation of the activities in various communities, conduct research, report writing and documentation work.
4. Maintain a close relationship with communities professionally; liaise between Menchari community and other development actors.
5. Produce timely plans/reports and apply monitoring and evaluation for learning and sharing.
6. Cooperate with other colleagues to run capacity development activities.
7. Actively explore new ideas, opportunities and partnerships for program and organization development.
8. Support the information-communication-networking activities of every program in Live & Learn, related to project development and management.
9. Identify and maintain working contact with networks, partners and stakeholders
10. Other supporting tasks to the organization when required.
11. 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.
12. Assist in conducting peer-to-peer trainings on installation, maintenance, and usage of appropriate technologies.



13. Participate in trainings conducted in house in order to gain necessary knowledge and skill to take over the programs fully.
14. Supervise interns and volunteers in carrying out project work in Menchari.
15. In collaboration with other programs, monitor and evaluate the projects.
16. Provide overall assistance in various ad-hoc work and logistical arrangements when required by the office.
17. Enhancing the overall image and reputation of the Samdrup Jongkhar Initiative through effective communication with all stakeholders.

Monitoring, Evaluation and Reporting

1. Submit quarterly progress reports to Program Director.
2. Review and monitor field operations and implementation of activities and achievements of results as detailed in the annual operation plan; and
3. Take up additional responsibilities and tasks as they may arise.

Qualification, Competencies and experience

B.Sc in Agriculture / Sustainable Development/Organic Agriculture/ Food Science and Technology

Conditions of Work

Most of SJI's work is based in the field; therefore, lots of traveling will be involved while monitoring the various projects. One will have multi task, demanding skilful means to handle with passion and commitment. 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.

Behavioral Qualities

The SJI works closely with the community. Our interactions with our communities define our roles and responsibilities. SJI has 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 seven 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. 16,500 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. 500 (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



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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 her/his own residential accommodation, medical expenses and insurance.
- The employee shall be entitled to leave as approved by the Program Director or the LMS board. Leave shall not be claimed as a matter of right.
- The employee shall be liable for taxes as per the laws of the land.