



THE SAMDRUP JONGKHAR INITIATIVE

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 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.

Youth Engagement

To develop GNH-based education and reduce rural-urban youth migration and youth unemployment by developing innovative holistic curricula and supporting initiatives that fosters creativity and entrepreneurship, while also promoting self-confidence and dignity of labour.

Duties and responsibilities

- a) Manage and coordinate all activities related to GNH village and Youth engagement.
- b) Liaise and corporate closely with stakeholders to ensure the smooth implementation of the project.



- c) Produce timely plans/reports and apply monitoring and evaluation for learning and sharing.
- d) Cooperate with other colleagues to run capacity development activities on youth and climate change.
- e) Support the development of innovative education and training materials and programs related to youth and climate change.
- f) Actively explore new ideas, opportunities and partnerships for program and organization development.
- g) Support the information-communication-networking activities of every program in Live & Learn, related to project development and management.
- h) Identify and maintain working contact with networks, partners and stakeholders of Live & Learn.
- i) Other supporting tasks to the organization when required.
- j) Assist in continuous needs assessments carried out by the SJI to identify relevant appropriate technologies required by GNH model village, particularly within the agriculture sector.
- k) Assist in conducting peer-to-peer trainings on installation, maintenance, and usage of appropriate technologies.
- l) Participate in trainings conducted in house in order to gain necessary knowledge and skill.
- m) Assist in the recruitment of SJI interns and volunteers to the office.
- n) Supervise interns and volunteers in carrying out project work.
- o) In collaboration with the SJI Executive Director and SJI team, continue to monitor and evaluate the project sites.
- p) Provide overall assistance in various ad-hoc work and logistical arrangements when required by the office.



Monitoring, Evaluation and Reporting



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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

Minimum of Bachelor's Degree or equivalent with exceptional professional writing skill.

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. 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.



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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. 16500/- 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 Five 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 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.