

Lhomon Society

Terms of Reference

Executive Director

Apply by 29 August 2025

1. Organizational Background

Lhomon Society (LMS), founded by His Eminence Dzongsar Khyentse Rinpoche in 2010 and formally registered in 2012, advances sustainable development aligned with Bhutan's Gross National Happiness (GNH) values and principles.

LMS carries out two flagship initiatives:

- The Samdrup Jongkhar Initiative (SJI) focusses on modeling GNH inspired, socio-economic development and community self reliance based on programs such as organic agriculture and zero-waste practices starting in Samdrup Jonkhar Dzongkhag.
- Lhomon Education (LME): An innovative Buddhist wisdom inspired educational initiative delivering GNH-integrated, holistic curricula and teacher training in schools, monasteries, and community settings throughout Bhutan.

2. Position Title

Executive Director (ED)

3. Reporting To

Board of Directors, Lhomon Society.

4. Duty Station

Dewathang, Samdrup Jongkhar, overseeing fieldwork for both SJI and LME programmes..

5. Overall Role

The Executive Director serves as the Chief Executive Officer of Lhomon Society, responsible for leading, managing, and implementing the organization's mission across both SJI and LME initiatives. This includes strategic planning, resource mobilization, operations management, stakeholder relations, financial and HR oversight, programme innovation, and representing LMS at national and international levels.

6. Key Responsibilities

A. Strategic Leadership & Vision

- Drive and align the long-term strategy of LMS, integrating both SJI and LME goals within GNH principles.

- Identify expansion and innovation opportunities across education and community development sectors.
- Lead periodic strategic and operational reviews and planning sessions with the Board.

B. Governance & Board Relations

- The Executive Director is the Member Secretary to the LMS Board and facilitates effective board governance, preparing agendas, minutes, reports, budgets, and dissemination of critical risk or programme updates.
- Ensure implementation of Board decisions and policies.

C. Program Oversight: SJI & LME

- Supervise SJI's programmatic areas: organic agriculture, youth engagement, zero-waste initiatives, and sustainable technologies.
- Oversee implementation of LME's curriculum development, teachers professional development, and GNH-based educational models.
- Ensure LME's core competencies—creative thinking, self-management, participation, relational skills, and literacy—are fully integrated.
- Support institutional strengthening, documentation, and long-term sustainability planning across both programme areas.
- Ensure effective monitoring, evaluation and learning of both the programmes.

D. Financial & Administrative Oversight

- Ensure robust financial and administrative systems across both SJI and LME.
- Oversee budgeting, expenditures, audits, and compliance with government and donor requirements.

E. Human Resource Management

- Lead and nurture staff across both programmes , fostering inter-programme collaboration and a values-based team culture.
- Ensure hiring, performance management, training, professional development and separation are carried out in line with LMS rules and procedures

F. Resource Mobilization & Donor Relations

- Formulate and execute resource mobilization strategies for both programme streams.
- Lead grant-writing, donor stewardship, and partnerships with funding agencies, foundations, and government.

G. Public Engagement & Stakeholder Relations

- Represent LMS, especially its SJI and LME dimensions, at events, conferences, and multi-sector platforms.
- Build and strengthen partnerships with key stakeholders including government agencies, CSOs, monastic institutions, donors, and communities.
- Collaborate with partners and stakeholders to innovate and scale-up SJI and LME programmes.

- Promote LMS's work via storytelling, best-practice documentation, and open and transparent communication.

7. Required Qualifications & Skills

- Bachelor's degree in Education, Development Studies, Public Administration, Commerce, Environmental Studies, Social Sciences or related fields.
- At least 5 years in senior leadership roles within development or education organizations, including cross-program management.
- Demonstrated expertise in both community-based development projects and educational initiatives or curriculum innovation.
- Strategic thinking, leadership, and bilingual communication (English and Dzongkha).
- Strong track record in resource mobilization, donor relations, and institutional representation.
- Experience in working amidst rural, field-based contexts with evolving infrastructures.

8. Conditions of Employment

- The ED shall serve a **36-month term**, renewable based on performance and Board approval.
- Compensation will be as per LMS pay structure and HR policies (**Negotiated based on experience and qualification**).
- Frequent and prolonged field visits across both programme sites.

9. Code of Conduct

- Demonstrate integrity, ethics, and compliance with Bhutanese law and internal policies.
- Avoid conflicts of interest, discrimination, misuse of authority.
- Promote cultural humility, inclusion, transparency, and community responsiveness.

10. Other Responsibilities

- Undertake duties assigned by the Board that align with LMS's mission and vision.

Please email the following documents to lhomons@gmail.com by **29 August 2025 mid-night**. For further details, reach out to us through the same email with your queries.

1. Curriculum Vitae: reflect job responsibilities and achievements. Valid email and contact of two referees (past supervisor/colleague and friend)
2. Academic transcript: Bachelor Degree
3. Cover letter
4. Copy of Citizen Identity card
5. Security clearance
6. Valid medical fitness certificate
7. No objection letter (from parent organization, if selected)

Incomplete applications or those received after the deadline will not be considered.