



LHAK-SAM (Altruism)
Bhutan Network of People Living with HIV/AIDS (BNP+)



TERMS OF REFERENCE

1. POSITION DETAILS

Title	:	Sr. Program Officer
Contract Period	:	18 months
Salary	:	Grade P3/P2 as per civil service rules of RCSC
Supervisor	:	Executive Director
Location	:	Thimphu, Bhutan

2. ORGANISATIONAL CONTEXT

Lhak-Sam got registered under the CSOA of Bhutan in 2010. It stands in its position to address concerns, respond to the intermittent maneuvers and mitigate potential detrimental impacts due to HIV/AIDS in the country. With nurture and support from Ministry of Health, Lhak-Sam was formed with a morale to effectively implement and intervene in the areas of health, economic and social matters that emerge due to HIV. The people living with HIV/AIDS and their families shall be educated, built life skills capacity and trained in taking leaderships through local, regional and international networks and linkages.

During the last five years since its inception, Lhak-Sam has expanded its group into other districts with formal institution of regional coordinators in three regions of the country. About 171 PLHIVs including 18 children under the ages of 19 years old are registered as its members in 16 of the 20 districts of the country. This has enabled to set its mission to create and promote a strong support system based on solidarity, social networking and people's participation for addressing and taking collective action towards effective responses to HIV/AIDS and its impact in the country and the region.

Governed by the Board of Directors taking a role of an oversight and advisory body, the regular operation of the office is led by the Executive Director under whose administration and supervision, directives are carried out by the dedicated staffs. Lhak-Sam currently is newer but one of the active members of the Asia Pacific Network of People Living with HIV and AIDS (APN+) based in Bangkok.

Lhak-Sam has successfully implemented various small grant projects funded from a large range of donors including UNAIDS cosponsors, regardless of the grant size. The largest grant implemented by Lhak-Sam was of US\$ 67,945 from UNDP PAF (2 years project). Lhak-Sam is the sub-recipient of the GFATM under the principal recipient Ministry of Health (MoH) at the country level, and sub-recipient of the Multi Country South Asia Global Fund Programme on HIV (MSA) under the principal recipient Save the Children Nepal at the regional level. Some technical assistance and fund support are also received from the UN One Programme as a member of the Health Theme Group.



LHAK-SAM (Altruism)
འཕྲིན་ལུགས་ལྷན་ཁག་།

Bhutan Network of People Living with HIV/AIDS (BNP+)



While Lhak-Sam has gained experience in implementing programmes with specific focus on men who have sex with men (MSM) and transgender people, the organization also have extensive experience and empathy in working with other key affected populations (KAPs); on human rights, advocacy, outreach and education, organizational development, HIV care and support, and strategic information, which has been Lhak-Sam's one of the inventory agenda in some important forums since 2012.

The Program Manager will support the Executive Director in running the Programme but will mainly be responsible for successful implementation of the donor based projects at hand.

3. FUNCTIONS/ KEY RESULTS EXPECTED

Summary of Key Functions:

- Implementation of programme strategies and objectives.
- Management of projects
- Creation of strategic partners
- Provision of quality policy advice services
- Facilitation of knowledge building and management

Duties and Responsibilities

The Programme Manager will report to the Executive Director and will lead the programme team through the planning and delivery of the Programme. The Programme Manager's prime responsibility is to ensure that the projects at hand produces the results specified in the project document, to the required standard of quality and within the specified constraints of time and cost.

Day-day oversight and coordination of implementation of Program activities

Programme

- Support the Executive Director in the operation and management of the organization.
- Provide support to the Board by preparing meeting agenda and supporting materials and coordinate Board meetings and prepare minutes in a timely manner.
- Define project scope, goals and deliverables that support organization goals in collaboration with the Executive Director and stakeholders.
- Develop full-scale programs and project plans and associated communications documents.
- Estimate the resources and participants needed to achieve program goals



LHAK-SAM (Altruism)
འབྲུག་བསམ།

Bhutan Network of People Living with HIV/AIDS (BNP+)



Specific to the project:

- Recruitment and supervision of technical and training expertise as required for implementation of the project.
- Developing and maintaining close linkages with other stakeholders.
- Coordinating the project team in carrying out their duties at an optimum level through ensuring efficient and effective resource utilization.
- Coordinating inputs into annual results-based work plans and logical frameworks as endorsed by board.
- Preparing detailed annual breakdowns of the work plan for all project objectives and preparation of quarterly work plans.
- Coordinating inputs into all project reports as required.
- Preparing quarterly status and financial reports for comments and approval by the donors.

Provision of monitoring and progress controls

Maintenance of project records

Compiling, analyzing, summarizing, recording and maintaining information on project activities and its financial data;

General Administration

Handle all general administrative matters of the project as directed by the Executive Director.

Preparation of project reports:

Assisting in the preparation of project progress reports (financial and technical), background material for use in discussions and briefing sessions including donor reporting.

Knowledge building and sharing

- Assisting in the preparation, updating and maintenance of project publicity materials such as brochures;
- Distribution of project literature to all interested parties;

Event Management- Organizing workshops and meetings

- Assisting in the organization of workshops, seminars, and meetings including making bookings for venues, accommodation, and transport;
- Travel for all project staff.
- Ensuring payment of per diems, and other legitimate payments related to the project;
- Documenting of all project meetings and other activities as directed by the Executive Director.



LHAK-SAM (Altruism)
འཕྲིན་ལུགས་བསམ་པ།

Bhutan Network of People Living with HIV/AIDS (BNP+)



4. IMPACT OF RESULTS

Accurate data entry and financial information have an impact on the quality and implementation of the project and the project partners.

5. COMPETENCIES

Corporate competencies

- Demonstrates commitment to objectives and mission of the project.
- Demonstrates integrity by modeling the Organization's values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism

Functional competencies

Knowledge Management and Learning

- Promotes knowledge management in the organisation and learning environment in the office through leadership and personal example
- Knowledge of inter-disciplinary development issues
- Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills
- Seeks and applies knowledge, information, and best practices from within and outside of the programme.

Development and Operational Effectiveness

- Ability to lead strategic planning, change processes, results-based management and reporting
- Ability to lead formulation, oversight of implementation, monitoring and evaluation of project.
- Ability to apply development theory to the specific project context to identify creative, practical approaches to overcome challenging situations
- Ability to manage for results: translates strategic aims into achievable plans, with established priorities, monitors them, making periodic adjustments as required.

Leadership and Self-Management

- Focuses on results for clients and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure

Recruitment Qualification

Education	Degree in Social sciences, development or relevant area.
Experience	Program management experience
Language requirements	Excellent verbal and written communication skills in English and Dzongkha.