

ROYAL GOVERNMENT OF BHUTAN  
ROYAL CIVIL SERVICE COMMISSION  
**POSITION DESCRIPTION**

1. **JOB IDENTIFICATION:**

- 1.1 **Position Title:** Chief Program Officer
- 1.2 **Major Group:** General Administration & Support Services
- 1.3 **Sub-Group:** Program Services
- 1.4 **Job Code No.:** 09.480.01
- 1.5 **Position Level:** P1
- 1.6 **Job Location** (*Complete as appropriate*):
- 1.7 **Title of First Level Supervisor: (official title of supervisor):** Director

2. **PURPOSE, DUTIES AND RESPONSIBILITIES** (*Describe the purpose, duties and responsibilities, indicating what is done how it is done. Purpose should be a short statement linking the position to the mission and goals of the organization and specifying outputs of the position. Duties should be presented in decreasing order of percentage of time spent on them, or in order of relative importance*):

**Purpose: To assist or facilitate the Head of the Organisation in planning coordinating, monitoring, evaluating and implementing the child protection program related activities of the National Commission for Women and Children.**

<b>Duties and Responsibilities</b>	<b>% of Time</b>
➤ Formulates five-year plans, project proposal for programs and ensures the implementation and evaluation.	15
➤ Finalizes programs and activities with the head of the organisation to protect and promote the rights of children.	15
➤ Ensures/carries out supervision and monitoring of the program activities within the organisation and other partner agencies.	15
➤ Formulation of program policies and strategies; and drafting of legislations and other required guidelines to institutionalise a sustainable and comprehensive child protection system.	10
	10

➤ Ensures preparation of reports of program activities as required by the government/development partners.	10
➤ Co-ordinates with other related agencies in the government and outside the government on issues related child protection and gender.	10
➤ Conducts researches areas in areas of child protection and provides technical support to partners in carrying out research to incorporate child protection issues.	10
➤ Manage performance and professional development of division staff.	5
➤ Prepare annual work plan and budget proposals.	5
➤ Ensure effective control and efficient use of resources available to the division.	
➤ Any other task assigned by the Supervisors	

**3. KNOWLEDGE AND SKILLS REQUIREMENTS** (*Minimum requirements for performance of work described (Level of Education, Knowledge, Skill and Ability):*)

**3.1 Education:** Minimum Bachelor Degree, preferably Masters, in social science.

**3.2 Training:** Advance training in program management, gender and child rights related issues particularly in child protection and counselling.

**3.3 Length and type of practical:** Should have worked as Dy. Chief Program Officer/equivalent post with minimum of 4 years or equivalent experience.

**3.4 Knowledge of language(s) and other specialized requirement:**

- Dzongkha, English and other languages of Bhutan
- Leadership and decision making qualities
- Conversant on child rights and gender with a specific focus on child protection issues.

**4. COMPLEXITY OF WORK** (*Describe the intricacy of tasks, steps, processes or methods involved in work, difficulty and originality involved in work):*

- Involves in analytical thinking about decision to be made with regard to the programmes and activities of the division;

- Major decision regarding critical matters and issues made with consent and approval of the head of organisation;
- Capability in decision making and less instructions;
- Responsible and accountable for all decisions taken pertaining to the programmes and activities of the division;
- Provide strategic direction and technical expertise to programmes under the position.

**5. SCOPE AND EFFECT OF WORK** *(Describe the breadth of work performance, and the effect the work has on the work of others or the functions of the organization):*

- The head of organisation requires his/her assistance in planning, developing and carrying out vital administrative or professional programmes essential to the goal and mission of the department/agency.
- Staffs of the division depend on him/her for direction, guidance and supervision;
- Advises the head of department in making strategic decisions related to direction of the organization;
- Critical to the organization's success.

**6. INSTRUCTIONS AND GUIDELINES AVAILABLE:**

**6.1 Instructions** *(Describe controls exercised over the work by the Superior; how work is assigned, reviewed and evaluated):*

- Objectives and work plans defined jointly with the head of department, work and activities carried out independently in accordance with limited guidelines and instructions.
- As a technical person with adequate knowledge and experience, work accepted as technically authoritative.

**6.2 Guidelines** *(Indicate which written or unwritten guidelines are available, and the extent to which the employees may interpret, adapt or devise new guidelines):*

- Five-year Plan documents
- Program Manuals and Guidelines
- Financial Manual
- BCSR

**7. WORK RELATIONSHIPS** *(Indicate the frequency, nature and purpose of contacts with others within and outside the assigned organization (other than contacts with superiors):*

- Interaction with the head of agency on a daily basis;
- Interaction with the chairperson and commissioners of the agency as and when required basis;
- Regular interaction with other agency officials and development partners;
- Interaction with management of other agencies and policy making officials to advocate for child protection and disseminate information regarding skills quality assurance measures;
- Constant interaction and coordination with Dzongkhags/other agencies including non-governmental organisations and development partners.

**8. SUPERVISION OVER OTHERS** *(Describe responsibility this position has for supervision of other employees, including the nature of supervisory responsibilities and categories and number of subordinates, both directly and indirectly supervised):*

- Supervises the subordinate staffs under the division.
  - For the effective implementation of workplans;
  - Carrying out administrative responsibilities related to the implementation of project activities
  - Monitoring and assessing the success of the activities and preparing reports

**9. JOB ENVIRONMENT** *(Describe physical demands required, such as walking, standing, lifting heavy objects, etc., and/or any risks or discomforts like exposure to hazards such as exposure to chemicals infections, radiation, extreme weather and other hostile working conditions):*

The job is mainly indoors but involves frequent travels to the *Dzongkhags* for supervision and monitoring of program activities. In the Health sector, some risk of getting diseases like HIV, T.B, Hepatitis B, etc., in course of performing clinical field surveys.