Terms of Reference

Asst. Program Officer, Employment Service Division, Department of Employment and Entrepreneurship, Ministry of Industry, Commerce and Employment

1. Position information

- **Position Title:** Asst. Program Officer
- **Position Level:** P5 B
- **Division:** Employment Service Division
- **Department:** Department of Employment and Entrepreneurship
- **Location/Work station:** Employment Service Division, Department of Employment and Entrepreneurship, Lower Motithang, Thimphu.
- **Employment type:** Contract
- **Reports to:** Chief Employment Officer, ESD

2. Purpose of the position

The Asst. Program Officer will support the effective implementation, coordination, monitoring, and reporting of employment promotion programmes under the ESD, including job placement services, employment facilitation initiatives, career guidance services, and other employment-related interventions.

The position aims to strengthen the Department's capacity to achieve employment-related targets under HCRRP by ensuring efficient programme execution, improved service delivery, stakeholder coordination, and evidence-based reporting. Overall, the Division seeks for additional staff to carry out the activities aligned to deliver the achievement of the DLIs under World Bank.

3. Key Responsibilities:

i. Programme Planning and Implementation
ii. Employment service facilitation and job placement support
iii. Monitoring, evaluation and reporting
iv. Stakeholder coordination
v. World Bank Programme support
vi. Administrative and operational support

4. Qualification and Experience:

Minimum of Bachelor's degree from a recognized university (Preference will be given to those with Business Administration, Entrepreneurship, Finance, Economics, HRM, Public Administration, Development Studies, Social Sciences, Statistics, Commerce or any other closely related field).

5. Experience and Competencies

i. Relevant experience in employment services, project/program management, labour market analysis, human resource management, career counselling, stakeholder coordination, or development programmes will be an advantage.

ii. Experience working with government programmes, development partners, or employment-related projects will be preferred.
iii. Fresh graduates with strong academic performance and demonstrated interest in entrepreneurship.
iv. Good understanding of employment services, labour market dynamics workforce development and proficiency in data management/basic analytical tools.
v. Excellent report writing, documentation/organizational, event management skills and analytical and problem-solving abilities.
vi. Strong coordination and stakeholder management skills with ability to manage multiple tasks and meeting deadlines.
vii. Strong communication/interpersonal skills, integrity, professionalism, and commitment to public service.

6. Reporting and Supervision

The Asst. Program Officer shall report directly to the Chief Employment Officer, Employment Service Division, DoEE

7. Recruitment period

One year contract extendable based on performance.

8. Remuneration and salary

Will be paid equivalent to the P5 B level.

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