Terms of Reference

Asst. Program Officer, Entrepreneurship Promotion 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:** Entrepreneurship Promotion Division
- **Department:** Department of Employment and Entrepreneurship
- **Location/Work station:** Entrepreneurship Promotion Division, Department of Employment and Entrepreneurship, Lower Motithang, Thimphu.
- **Employment type:** Contract
- **Reports to:** Chief Program Officer, EPD

2. Purpose of the position

The Asst. Program Officer shall assist in the effective implementation of entrepreneurship promotion initiatives by coordinating startup events, entrepreneurship training programs, incubation and acceleration activities, stakeholder engagement, and access to finance support for entrepreneurs.

3. Key Responsibilities:

i. Plan, coordinate, and implement entrepreneurship promotion programs, startup events, and innovation competitions.
ii. Organize and facilitate entrepreneurship training, workshops, boot camps, and capacity-building programs.
iii. Support startups and entrepreneurs through business advisory services, incubation, mentorship, and networking opportunities.
iv. Facilitate entrepreneurs' access to finance, including seed funding, grants, loans, credit guarantee schemes, and investor engagement platforms.
v. Coordinate with government agencies, educational institutions, development partners, entrepreneurship support organizations, and private sector stakeholders to strengthen the entrepreneurship ecosystem.
vi. Monitor program implementation, maintain records, prepare reports, and document program outcomes.
vii. Provide administrative and logistical support for entrepreneurship programs, meetings, workshops, and events.
viii. Perform any other duties assigned by the Division in support of the Department's entrepreneurship development mandate.

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, Accounting, Marketing or any other closely related field).

5. Experience and Competencies

i. Relevant experience in entrepreneurship development, project management, business development, finance, event management, or private sector development will be an advantage.
ii. Fresh graduates with strong academic performance and demonstrated interest in entrepreneurship.
iii. Good understanding of entrepreneurship and startup ecosystems with knowledge of business planning and enterprise development.
iv. Excellent report writing, documentation/organizational, event management skills and analytical and problem-solving abilities.
v. Ability to coordinate with multiple stakeholders.
vi. 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 Program Officer/Division Head of the Entrepreneurship Promotion Division and work closely with other officers in the Department and relevant stakeholders.

7. Recruitment period

One year contract extendable based on performance.

8. Remuneration and salary

Will be paid equivalent to the P5 B level.

Ministry of Industry, Commerce & Employment ★ Human Resource Division ★

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