**Terms of Reference**

Position: Program/Communication Officer

Organization: Ability Bhutan Society

Location: Thimphu

Employment Term: Contract for 3 years

1. **Duties and Responsibilities:**

**A: Program Area**

* Contribute to ABS programmes by supporting knowledge management through providing professional assistance in data collection and analysis, complete and accurate reporting as well as participation in information exchange with partners as.
* Programme development, management, implementation, monitoring and evaluation.
* Develop project proposals and funding proposal in collaboration with national and international partners.
* Seek new funding opportunities, potential donors and supporters both within and outside the country.
* Contribute new ideas for fundraising and sustainability.

**B: Communication Area**

* Build on relationships with existing supporters
* Liaise with donor organizations and individuals
* Maintain and update the database of donor organizations and individuals
* Develop fundraising and communications strategy and work plans.
* Contribute to the production and distribution of annual report, newsletter and other publication materials.
* Collate case studies, photographs and information from the field.
* Prepare press releases, update ABS’s website and social media platform with appropriate news and announcements in consultation with the executive director

**C: General Management Service**

* Oversee human resource management of ABS
* Oversee asset declaration report
* Manage membership of ABS supporters
* Participate in the day-to-day work of the organization.
* Carry out any other tasks assigned by the Executive Director and the Board.

1. **Technical/Personal Skills**

* Excellent communication skills both oral and written, as well negotiation and diplomatic skills
* Excellent planning, coordination and event management skills.
* Able to work and follow up independently and take initiatives.
* Fundraising skills
* Project Management

1. **Requirement**

* Degree level qualification or equivalent, preferably in English, Communication, Creative writing or relevant field.
* At least 2 years of working experience in the field of program management and communication.
* Experience working with websites including web development, producing content for web, social media platforms such as facebook, twitter and you tube.
* Experience working with e-communication, including preparing and sending E-bulletin, supporter updates etc.
* Strong interpersonal skills including the ability to influence across organizations and stakeholders.