

Terms of Reference for Intern

Position Title: Program Officer

Duty Station: Thimphu, Bhutan

Expected starting Date: January 1st week

Duration: Regular

Background Information

The Evaluation Association of Bhutan (EAB) is registered mutual benefit organization (MBO) under the Civil Society Organization Authority of Bhutan.

EAB is established to promote evaluation culture in the country as a critical element for assessing the progress of the development interventions in fulfilling people's aspirations. It is also responsible for professionalization of evaluation and capacity development of evaluators. As an association, EAB aims to strengthen the evaluation culture in the country through providing a platform for evaluators to share best practices of evaluation, advocate and build the capacity by networking with evaluation experts from different evaluation communities at regional and global levels.

EAB wishes to recruit a motivated Program Officer who will be based in Thimphu to assist the association to operate and manage the office. He/she will provide services to association in development of programs, networking, administer membership records, implementation etc.

Scope of work:

The Program Officer will have the following duties and responsibilities:

1. Day to day office operation including assistance in financial management for the association
2. Preparing annual plans and programs
3. Planning and coordinating training, meetings, conferences, etc.
4. Supporting and promoting advocacies for fostering evaluation culture in the country
5. Attaining meetings with other CSOs (as and when required) – EAB under Good Governance Thematic group)
6. Conducting outreach and network-building as well as engaging with other national and regional level Voluntary Organizations of Professional Evaluators (VOPES).
7. Coordinating Board meetings (as and when required) and annual general meetings once in a year
8. Recording and preparing minutes of the meetings and submit to Board Members for endorsement.
9. Assisting in report writing and publications
10. Writing specific activity reports
11. Maintaining records of all activities
12. Performing other relevant duties as required under the supervision of Chair

The intern will work directly under the supervision of Chair of the association.

Qualification and requirement:

1. At least a Bachelor Degree
2. Highly Motivated and self-directed learner
3. Good communication skills



Documents required:

- Application
- CV
- Copy of degree certificate

Timeline: 30th December 2022 by 5pm