

**PROGRAM DIVISION
DZONGKHA DEVELOPMENT COMMISSION**

Terms of Reference (TOR)

Post: Chief Program Officer.

1. Job Responsibilities

The Chief Program Officer shall be responsible for the following:

1. Formulate and implement Dzongkha promotional policies, plans, and programs including FYP, Annual Plan and Budget proposal.
2. Create awareness on the importance of Dzongkha as the national language through media, field visits and talking sessions.
3. Organise training for civil servants, armed forces, etc. and other training activities enshrined in the Dzongkha Policy Framework.
4. Coordinate and monitor Dzongkha promotional activities with Dzongkha Focal Persons.
5. Host, organise and coordinate linguistic related professional and seminal programs through meetings, colloquium, seminars and conferences with various stakeholders.
6. Develop project proposals, explore funding support, monitor and evaluate project activities.
7. Coordinate and develop Dzongkha educational materials such as pamphlets, audio-visuals, cartoons, MTV, subtitles, etc.
8. Organise and promote Dzongkha literary activities such as quiz, essay, spell tests, literary writing competitions, etc.
9. Establish institutional linkages both within and outside the country with linguistic and educational agencies for collaboration, assistance, and enhancement of knowledge.
10. Conduct surveys/research and maintain statistical records of Dzongkha usage in the country.
11. Monitor implementation of Dzongkha policy by ministries, agencies including constitutional bodies and local governments.
12. Liaise with other agencies on Dzongkha development plans and programs.
13. Any other as assigned by supervisor from time to time.

2. Qualification

A minimum of Bachelor's Degree, preferably Masters in related field.

Remarks: Preference shall be given to candidates with relevant training and work experience.