

**Terms of Reference  
For Assistant Project Officer,  
Project Management Unit,  
Global Fund Project  
Ministry of Health.**

**Job Title:** Assistant Project Officer

**Duration:** Two Years from the effective date of joining.

**Background:**

Ministry of Health is implementing multi rounds of The Global Fund grant projects in HIV/AIDS , Tuberculosis and Malaria in Bhutan since April, 2005. The GNHC Commission is designated as the Principal Recipient of the Project with various line ministries, NGO's and private sectors implementing the project. The Project Management Unit (PMU) under the Ministry of Health is coordinating with all implementing agencies for successful implementation and timely submission of the progress report to the Global Fund.

The PMU is in the process of recruiting an Assistant Project Officer for a period of two years to assist the Project Coordinator in effectively monitoring and supervision of the project and timely submission of the activity progress and expenditure statement report to the Local Fund Agent. The PMU is looking for staff with a strong commitment to health and development, an open mind-set, entrepreneurial and flexible attitudes as well as strong interpersonal skills

**Role Summary & Key results expected:**

- Working and Coordinating with the Principal Recipient of the Project with various line ministries, NGO's and private sectors implementing the project;
- Monitoring and evaluation of the project on key grant performance and to ascertain project 's impact on wider health systems ;
- Strengthening National monitoring and evaluation through the compilation & submission of timely reports to the PMU inline with the standardized reporting format.

**Reports to:** Project Coordinator, Global Fund Project, Ministry of Health.

**Duties and responsibilities:**

1. Assist the Project Coordinator in Monitoring of the Global Fund supported projects in the line with the existing framework and work plan;
2. Follow up submission of activity/progress reports with the implementing partners;
3. Analyze periodic reports and identify barriers/shortcomings and initiate necessary steps to facilitate the project implementation as per the approved work plan;
4. Assist the implementing partner in acceleration of procurement process as per the global fund project plan;
5. Organize quarterly and period review meetings;
6. Compile and submit period report to Local Fund Agent for onward submission to Global Fund Secretariat and PMU
7. Any other assigned duties

**Qualification required:**

<b>Qualifications and Membership</b>	<ul style="list-style-type: none"><li>• Bachelor's degree in Public Health/ Health System Management/ Social science/ Epidemiology and any other related fields</li><li>• Preferences will be give to those with Master Degree as outlined above;</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• At least three years of practical experience in planning, management and M&amp;E programs in the health sector or in any other social sector.</li><li>• Experience in working in HV/AIDS, Tuberculosis and / or Malaria programs will be an added advantage.</li></ul>
<b>Technical skills and competencies</b>	<ul style="list-style-type: none"><li>• Sound knowledge of M&amp;E principles and practices;</li><li>• Strong analytical and problem-solving skills;</li><li>• Ability to organize and manage a database and produce regularly high quality strategic information;</li><li>• Strong interpersonal skills</li><li>• Sound knowledge of computer &amp; other data analytical skills</li></ul>

The contract staff will be appointed on the following basis:

Position title:	Assistant Project Officer
Position Level:	P5A minimum but depending on experience and qualification suitable position level be granted
Qualification:	Bachelors degree in Public Health/ Health System Management/ Social science/ Epidemiology and any other related fields
Major Occupational Group:	General Administrative Support Services
Salary Scale:	Nu (10710- 215 – 13,935)
Contract Allowance:	30% of basic pay.
TA/DA, Leave entitlements as admissible as per the BCSR 2006 rules	

**HOW TO APPLY:**

Submit the application along with your CV to the Project Coordinator with the following documents:

1. Security Clearance From RBP
2. NOC from the parent organization if already employed
3. Copies of citizen ID card
4. Academic transcripts
5. Any other merit certificates.

Send it by mail or email to [kdorji@health.gov.bt](mailto:kdorji@health.gov.bt) or call 17635634 for further enquiries.

The TOR can be downloaded from [www.health.gov.bt/annonucements](http://www.health.gov.bt/annonucements)