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BHUTAN OLYMPIC COMMITTEE

Terms of Reference for Assistant Program Officer Bhutan Olympic Committee (BOC)

Job Details:

- **Position Title: Assistant Program Officer**
- **Grade: P5 level**

Key Responsibilities

The brief ToR outlines Assistant Program Officer's role/responsibilities and the BOC's expectations of him/her. The scope of work includes, but is not limited to:

- **Implementation of Plans and Projects:** The APO will be responsible for implementing and managing sports development projects within the BOC, with a focus on coach and athlete development. The APO will coordinate with various stakeholders to ensure that project plans are aligned with the overall goals of the BOC.
- **Enhancement of School and Community Sports:** The APO will work closely with NSFs and other stakeholder to enhance school and community sport and recreation programs, supporting the design and management of facilities. This includes collaborating with educational institutions and local communities to create accessible sporting opportunities.
- **Support Strategic Planning:** Contribute to the long-term strategic planning of the BOC by providing insights and recommendations based on project outcomes and industry trends.
- **Service Development Recommendations:** The APO will recommend new services and propose innovative concepts for sports development, fostering a culture of continuous improvement and adaptation.
- **Advisory Role to Management Team:** The APO will advise the management team on relevant issues and recommend strategies to address challenges in sports development, providing insights based on data and stakeholder feedback.
- **Impact Monitoring and Evaluation:** The APO will monitor and evaluate the impact and effectiveness of projects undertaken. This includes collecting data, analysing outcomes, and making recommendations for improvement.
- **Documentation and Record Keeping:** Maintain accurate records of project activities, outcomes, and stakeholder communications. Prepare comprehensive project reports for internal and external stakeholders.
- **Coordination with BOC Divisions:** The APO will coordinate with other divisions of the BOC to provide reliable information, facilitating proper planning and management of BOC activities. This role includes acting as a liaison between divisions to streamline operations



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- **Additional Duties:** The APO will carry out any other duties as may be assigned by the President, Secretary General, Head of SRDD, or HR Officer, demonstrating flexibility and a commitment to the overall mission of the BOC.
- **Accountability:** The APO will be accountable to the Secretary General, BOC, and the Head of the Sports Research and Development Division (SRDD) for all assigned tasks, ensuring transparency and adherence to organizational standards.

Required Qualifications:

- Degree in Sports Management, BBA or related field from a university recognized by the Royal University of Bhutan.
- Position
- Experience in project planning and management.
- Strong communication, interpersonal, and organizational skills
- Ability to manage multiple projects and meet deadlines in a fast-paced environment.
- Strong proficiency in English, both written and spoken.