



TARAYANA FOUNDATION  
TARAYANA CENTRE  
P.O.BOX 2003  
CHUBACHU  
THIMPHU, BHUTAN



TF/HRO/16/2022-

29<sup>th</sup> June 2022

### Vacancy Announcement

The Tarayana Foundation is pleased to announce the following vacancy:

Sl No	Position	Slots	Posting	Qualification	Work Experience	Grade	Employment Type
1	Monitoring & Evaluation Officer	1	Thimphu	Bachelor Degree in Statistics, Demographics, Sociology or related field.	3 years of experience in designing, implementing, and overseeing M&E-related tasks.	7	Regular employment

Interested Bhutanese who meets the criteria may apply along with the following documents to the Head Office or can also email them to [tarayana2003@gmail.com](mailto:tarayana2003@gmail.com) on or before **5 PM, 12<sup>th</sup> July 2022**:

1. Tarayana Foundation Job Application Form;
2. Latest signed Resume;
3. Valid Security Clearance;
4. Medical Fitness Certificate;
5. CID Copy;
6. Academic Transcript (Masters/Bachelors/Class XII/Class X) and training certificates;
7. No Objection Letter (only if employed); and
8. Any other related documents and certificates.

For further clarification, please contact the concerned HR Officers at 329333/+97517518968 during office hours.

*Logo on the left: Emblem of the National Award of Merit (Gold) received from His Majesty The King on the 109<sup>th</sup> National Day*

Email: [tarayana2003@gmail.com](mailto:tarayana2003@gmail.com), Website: [www.tarayanafoundation.org](http://www.tarayanafoundation.org)  
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Telephone: +975-2-329333 Fax: +975-2-331433



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The Ministry of Labour and Human Resources would like to announce vacancy for the post of ONE Dy. Chief/Sr. Program Officer via lateral transfer.

Interested in-service candidates may log on to the website [www.molhr.gov.bt](http://www.molhr.gov.bt) for detail information and the application deadline is 22 June 2022 before 05:00 PM.

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Email: [tarayana2003@gmail.com](mailto:tarayana2003@gmail.com), Website: [www.tarayanafoundation.org](http://www.tarayanafoundation.org)  
[www.facebook.com/TarayanaFoundation](https://www.facebook.com/TarayanaFoundation)  
Telephone: +975-2-329333 Fax: +975-2-331433



## **Terms of Reference**

**I. Position Title: Monitoring and Evaluation Officer.**

**II. Supervisor: Executive Director and Program Director.**

**III. Responsibilities and Duties:**

Under the overall guidance and direct supervision of the Executive Director, the Monitoring and Evaluation Officer will support the programs to achieve outcomes, goals and outputs of the Foundation. Ensure that the project maintains its strategic vision and that its activities result in the achievement of its intended outputs in a cost effective and timely manner. M&E will be also responsible for collection and analyzing of different data in relation to the project activities.

**Major Tasks:**

- a) Develop and implement M&E plan for programmes and projects to generate regular information related to progress of the project;
- b) Monitor all project activities, expenditures and progress towards achieving the project outputs;
- c) Develop indicator for data collection, design data collection tools/ templates, and assist for regular data collection/generation process;
- d) Provide technical support and assist project personnel with M&E tools and in supporting them in their use;
- e) Develop and recommend further improvement of the logical framework for the project proposals and project success;
- f) Liaise with project management to collect and analyze data to determine progress achieved;
- g) Track project's outcome and output level results on the periodic basis in close coordination with project implementation team as well as with management;
- h) Collect, check, verify and compile data from the field;
- i) Review, compile and analyze monitoring reports and data;
- j) Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- k) Prepare monitoring field visit plan and conduct monitoring visit as per project requirement;
- l) Assist to organize and facilities various events such as meeting, workshops, conference, and seminars;
- m) Report monthly, quarterly, half-yearly and annual progress on all project as per requirement of project and/or management;
- n) Organize and conduct training on ME for project staff;
- o) Performing any other tasks as reasonably assigned by the Management and Project Coordinators.



#### **IV. Competencies**

- a) Demonstrate integrity by modeling the Foundation's values and ethical standards;
- b) Promotes the vision, mission, and strategic goals of Foundation;
- c) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- d) Organize and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships;
- e) Establish, builds and maintain effective working relationship with staff and clients to facilitate the provision of support;
- f) Excellent communication skills (written and oral): sensitivity to and responsiveness to all partners, respectful and helpful relations with donors and project staff;
- g) Consistently approaches work with energy and a positive, constructive attitude;
- h) Demonstrate openness to change and ability to manage complexities;
- i) Responds positively to critical feedback and differing point of view;
- j) Hand on experience of managing database software;
- k) Strong statistical skill including knowledge of Microsoft applications.



## EMPLOYMENT APPLICATION FORM

POSITION APPLIED FOR: .....

Affix half  
photo

### 1. PERSONAL DETAILS

Name :.....

CID No.: .....

Date of Birth: .....

#### Permanent Address:

Chiwog: .....Gewog: ..... Dzongkhag: .....

House No. .... Thram No: .....

Telephone: (Home):.....(Work):..... (Mobile) .....

Email: .....

#### Present Address (if it is different from the permanent address)

Address .....

Telephone: (Home).....(Work).....(Mobile) .....

Email: .....

Are you currently employed? Yes No

Are you available to commence employment immediately? Yes No

If not, what is your current notice period?

## 2. EDUCATION QUALIFICATION

Sl. No.	Name of Educational Institute	School/College/University/Institution	Year of Graduation	Certificate/Diploma/Degree/ Post-graduate/ Professional degree awarded

## 3. EMPLOYMENT HISTORY:

Please list your current/recent employer first.

Sl. No.	Employer's Position & Name	Position	Agency	Date of employment		Employer's Mobile No.
				From	To	

## 4. SPECIAL SKILLS & QUALIFICATIONS

Please list any additional skills/memberships/licenses/certificates you feel will support your application:

Sl. No.	Name of Course	Name of Institute and Country	Dates attended		Days
			From	To	

## 5. Family Details:

Sl. No.	Relation	Name	CID No.	Address	Contact No.
1	Father				
2	Mother				

3	Spouse				
4	Children				

**5. DECLARATION**

Please read carefully and sign the statement below: I understand and agree that:

- Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during interviews, shall justify the refusal of employment, or termination of employment.
- I have enclosed all the required documents as per the TOR and I understand that my application will be rejected, if the documents are incomplete.
- I agree to Tarayana Foundation retaining this application along with all documents submitted after the completion of the selection process.

I certify that all information and documents provided are true and correct to the best of my knowledge and I also understand that my candidature is liable to be rejected during the selection process and service terminated, if the document submitted and information furnished are found incorrect at any time during my employment with Tarayana Foundation.

Signature : .....

Date: .....

Place: -----

Note: This Form Should be accompanied by the following documents:

- Copy of citizenship card
- Copies of academic transcripts and certificate
- CV Copy
- Medical fitness certificate
- Passport size photograph
- Valid NOC copy
- Copy of extra- curricular activities certificate if any