

## **We're Hiring!**

The Disabled People's Organization of Bhutan (DPOB) is seeking a passionate and experienced Programme Manager to lead and coordinate nationwide disability inclusion projects.

If you are committed to promoting the rights and well-being of persons with disabilities and have experience in project management, this opportunity is for you.

Location: Thimphu (with frequent travel to project sites)

Interested candidates should submit:

- A cover letter outlining suitability for the role
- An updated CV with references
- Copies of relevant academic and professional certificates

Apply by: **5:00 PM, 28 November 2025**

Email: [info@dpobhutan.org](mailto:info@dpobhutan.org)

For queries: **Contact Admin Officer at +975 17981935**

**Read the full Terms of Reference (ToR) here:**

## **Terms of Reference (ToR)**

### **Organizational Background**

The Disabled People's Organization of Bhutan (DPOB) is the country's leading organization of, by, and for persons with disabilities. Founded in 2010 under the Royal Patronage of His Royal Highness Prince Namgyal Wangchuk and registered with the Civil Society Organizations Authority (CSOA), DPOB was established on the principle of "Nothing about us without us." DPOB's vision is to create an inclusive society that recognizes, respects, and promotes the rights and needs of persons with disabilities in Bhutan.

DPOB's mission is to promote the physical, psychological, and socio-economic well-being of persons with disabilities through a rights-based approach. The organization is governed and managed by persons with disabilities, ensuring authentic representation and advocacy. DPOB's work spans advocacy, awareness, policy influence, capacity building, and direct support, with a strong track record in implementing nationwide initiatives, including disability screenings, accessibility audits, and empowerment programs.

DPOB is recognized for its collaborative approach, working closely with government agencies, international partners, and local communities. The organization played a pivotal role in the endorsement of the National Policy for Persons with Disabilities (NPPD) and Bhutan’s ratification of the UN Convention on the Rights of Persons with Disabilities (UNCRPD). DPOB maintains high standards of transparency and accountability, with annual audits by the Royal Audit Authority and robust governance structures.

## 1. Position Information

<b>Title</b>	Programme Manager
<b>Location</b>	Thimphu, Bhutan (with frequent travel to project sites)
<b>Duration:</b>	Permanent
<b>Reports to:</b>	Project staff, community outreach workers, and consultants as assigned

## 2. Scope of Work

The Programme manager will be responsible for the overall management, coordination, and delivery of DPOB’s major donor-funded projects, including the Government of India/CSOA nationwide disability screening and the Asian Development Bank project. The role encompasses project planning, implementation, monitoring, evaluation, reporting, stakeholder engagement, and capacity building. The Programme Manager will ensure that all activities are delivered in line with DPOB’s mission, donor requirements, and national policies on disability inclusion.

## 3. Key Responsibilities

### a. *Project Management & Implementation*

- Lead the planning, execution, and monitoring of all project activities, ensuring alignment with project objectives and timelines.
- Develop and maintain comprehensive work plans, budgets, and schedules for each project component.
- Coordinate with project partners, including CSOA, government agencies, local authorities, and other relevant stakeholders, to ensure the effective implementation of the project.
- Oversee procurement, logistics, and financial management for project activities, ensuring compliance with donor and DPOB policies.
- Identify and manage project risks, proactively addressing challenges to ensure successful delivery.

### b. *Monitoring, Evaluation, and Reporting*

- Design and implement robust monitoring and evaluation (M&E) frameworks and tools to track project progress and outcomes.
- Collect, analyze, and report on project data, including disability-disaggregated indicators and qualitative impact stories.

- Prepare timely and high-quality narrative and financial reports for donors, DPOB management, and other stakeholders.
- Document lessons learned, best practices, and case studies to inform future programming and advocacy.

**c. *Stakeholder Engagement & Advocacy***

- Foster and maintain strong relationships with government agencies, CSOs, OPDs, donors, and community leaders.
- Represent DPOB in project-related meetings, workshops, advocacy events, and national or international forums.
- Organize and support awareness campaigns, training sessions, and community consultations to promote disability rights and inclusion.

**d. *Resource Mobilization & Sustainability***

- Support the development of proposals, concept notes, and donor engagement materials to secure additional funding.
- Identify opportunities for scaling up and sustaining project outcomes beyond the grant period.
- Contribute to organizational learning and strategic planning for future initiatives.

**4. Qualifications & Experience**

- Bachelor's degree (or higher) in Public Health, Social Sciences, Development Studies, Disability Studies, or a related field
- At least 3 years of relevant experience in project management, preferably in disability, health, or development sector.
- Demonstrated experience managing donor-funded projects (e.g., Government of India, ADB, UN, or similar)
- Strong skills in planning, budgeting, M&E, and report writing.
- Excellent communication skills in English; proficiency in Dzongkha is an asset.
- Commitment to the rights and inclusion of persons with disabilities; lived experience of disability is highly valued.

**5. Competencies**

- Strong organizational and time management skills.
- Ability to work independently and as part of a diverse team.
- Problem-solving and decision-making abilities.
- Cultural sensitivity and respect for diversity.
- Proficiency in Microsoft Office and project management tools.

## **6. Application Process**

Interested candidates should submit:

- A cover letter outlining their suitability for the role.
- An updated CV with references.
- Copies of relevant academic and professional certificates.

## **7. Salary**

A competitive salary will be offered, corresponding with the candidate's qualifications and relevant work experience, and in line with sector DPOB's HR policies.