

**DE-SUUNG SKILLING PROGRAMME (DSP)
SKILLING PROGRAMME & JOBS**

JOB DESCRIPTION

1	Position		Program Manager
2	Employment		Deputation/Contract/Regular
3	Category		Professional
4	Position Level		P5 to P1
5	Qualificational Requirments		Bachelor's degree (full time) in relevant field from a recognized university.
6	Posting		Head Office, Thimphu
7	Division		Planning & Design
8	Reporting Authority		Head, Skilling Programme & Jobs
9	Reviewing Authority		Head, Skilling Programme & Jobs
10	Administrative Reporting		Head, Skilling Programme & Jobs
11	Subordinates		Course Coordinators
12	General Responsibilities	1	Manage day-to-day operations of DSP programs, ensuring they meet objectives and deadlines.
		2	Lead and motivate teams, providing direction, support, and performance feedback.
		3	Allocate and manage resources, including personnel, equipment, and budgets, to optimize program delivery.
		4	Develop and implement operational plans that align with strategic goals.
		5	Ensure the quality and consistency of program delivery through regular reviews and continuous improvement initiatives.
		6	Prepare and present regular reports on program performance and outcomes to executives and stakeholders.
		7	Work closely with other departments and external partners to achieve program goals.
13	Specific responsibilities	1	The Program Manager (PM) is responsible for scoping, planning, and delivering programs while working closely with relevant personnel, partners, and stakeholders;
		2	Lead planning and/or implementation of programs. This includes facilitating the definition of programs missions, goals, tasks, and resource requirements;
		3	Spearhead the development of Monitoring and Evaluation (M&E) system for programs and projects with standard procedures and process to ensure credible, reliable, timely and costeffective monitoring data to inform ongoing management decisions, strategic planning;

		4	Coordinate all Monitoring and Evaluation (M&E) capacity-building activities with programme staff, implementing partners and stakeholders;
		5	In conjunction with the P/R team, provide longer-term vision, strategic direction and appropriate planning aligning all projects with the DSP plan;
		6	Establish performance measures, collect and analyze performance information, planning and managing evaluations, and use the performance information for decision-making and resource allocation;
		7	Prepare programs progress reports (Monthly and Quarterly) based on a structured M&E plan;
		8	Provide leadership and establish and maintain harmonious working relations with all those involved in the program;
		9	Explore new opportunities for DSP including institutional linkages and job placement platforms
14	Core Competencies 1.Strategic Visioning & Innovation –Ability to set long-term goals, and foster creativity to drive innovation within the program. 2. Analytical Thinking & Decision-Making – Strong critical thinking skills to assess situations, make informed decisions, and solve complex problems efficiently. 3. Risk Management & Contingency Planning – Be proactive in identifying potential risks, with the ability to formulate backup plans and navigate uncertainties. 4. Adaptability & Flexible Thinking – Adjust to new challenges and evolving program demands with a positive mindset, ensuring the program remains agile. 5. Collaboration & Team Building – Foster a cooperative environment where team members work well together, motivating and inspiring them to reach their full potential. 6. Negotiation & Conflict Management – Ensure effective negotiations that lead to win-win outcomes, while managing and resolving conflicts diplomatically. 7. Client Focus– Balance client satisfaction with resilience in the face of stress, ensuring professional, customer-focused service. 8. Mentoring & Coaching – Guide team members with empathy, nurturing their development, and providing constructive feedback to enhance individual and team performance.		