**TERMS OF REFERENCE FOR THE EXECUTIVE DIRECTOR**

1. **RESPONSIBLE TO:** President of JAB and Board of Directors

The Executive Director of the Journalists Association of Bhutan is responsible for the overall leadership and management of JAB’s operational and administrative functions. Working under the guidance of the JAB Board, the Executive Director defines the institution’s strategic vision, and is accountable for its implementation and the results achieved.

The Executive Director should maintain strong relationships with a diverse range of stakeholders that are important collaborators in the JAB’s efforts. The Executive Director has the responsibility and accountability to set the tone for JAB Secretariat’s internal and external interactions by exemplifying values of high ethical standards, integrity, and fairness. He/she must act in the best interests of the JAB in all contexts, and is responsible for ensuring this culture prevails across the organization’s employees and partners.

1. **DUTIES AND RESPONSIBILITIES:**

The Executive Director reports to the JAB Board. Working closely with the leadership of the JAB Board, the Executive Director’s primary responsibilities are as set out below:

**2.1 Operational Management**

* Ensure that JAB’s organizational structure, operational policies and other business processes are sound and able to effectively deliver on the strategic objectives defined by the JAB’s Board;
* Exercise authority over personnel and human-resource matters and further strengthen performance management by tracking key performance indicators across the organization;
* Maintain a positive work environment that facilitates collaboration and information sharing and is conducive to attracting, retaining, and motivating diverse talent;
* Lead the Secretariat’s internal management committees as the mechanism for ensuring aligned internal leadership and implementation; and
* Effectively manage operational or financial matters to deliver on the mandate of the JAB, including by seeking additional authorities from the Board as may be needed to address risks that arise proactively and effectively

**2.2 Financial Management**

* Present annual financial budgets for Board approval that link to operational work plans, and more routinely throughout the fiscal year, multi-year resource projections for the transparent management of resources;
* Work closely with the Programme & Finance Officer to ensure the overall transparent and effective financial and administrative functionality of the JAB and its assets; and
* Oversee the management and implementation of all organizational contracts according to the Association’s procurement systems and practices that deliver value for money and focus on the

primary work of the JAB.

* Report project and financial updates to Board in every board meeting.

**2.3 Strategic Leadership and Delivery**

The Executive Director will:

* Operationalize, lead and monitor the implementation of the JAB’s Strategy, and ensure the effective implementation of program and activities to deliver on the strategic objectives;
* Represent the JAB Secretariat at the highest level, ensuring its role within the media development is well understood, through direct engagement with policy-makers and the execution of an effective strategy;
* Effectively manage risk in the portfolio and the Secretariat’s operations, including, but not limited to, the development of rigorous management and communications systems to ensure the implementation of and strict adherence to Board decisions and other JAB policies in a timely manner; and
* Ensure meaningful monitoring and evaluation of JAB programs and performance and the provision of accurate analysis and routine reporting on the impact and performance of the JAB to the Board.

**Partner engagement, working with the Board, and mobilizing resources**

The Executive Director is responsible for building and maintaining effective alliances as part of a coordinated response to the mandate at the country and international levels. This includes effective interactions with and responsiveness to the full range of public and private partners that are key stakeholders in building and sustaining JAB’s mandate.

**2.4 Partner engagement**

To safeguard and continually strengthen the effectiveness, reputation, and profile of the JAB, the Executive Director will work closely with the Board and its committees to:

* Build and maintain effective alliances and operational collaboration with public and private partners, such as the Media Organizations, government agencies, bilateral donors, non-governmental organizations, the business sector, civil society actors, and communities;
* Represent the JAB and its work with external stakeholders to build effective partnerships with public and private entities to support the work of the Association;
* Interact with governments at the highest political level to advocate for an appropriate level of national resources to be directed to media; and
* Maintain effective communications with all stakeholders.

**2.5 Mobilizing and sustaining resources**

To support the Board in its core function of mobilizing public and private sector donors to support the mission of the JAB, the Executive Director will:

* Provide strategic guidance for resource mobilization and the implementation of the JAB’s replenishment mechanism;
* Oversee and advance the development of new funding streams for the Association, broadening the donor base and encouraging increased investment in programs from implementing countries themselves;
* Ensure the highest level of confidence among public and private donors in the JAB operations and impact to support longer term predictable financing being contributed to the JAB; and
* Engage with other regional groups of implementing and non-implementing countries, communicating the JAB’s purpose and aiming to secure their support

**2.6 Working with the Board**

To support the Board in its strategic leadership of the organization, the Executive Director will:

* Report to the Board on the operational, administrative, and financial aspects of the JAB at each Board meeting;
* Ensure that the Board is made aware, in a timely way, of key strategic and other material operational challenges the Secretariat is encountering in the course of its work;
* Represent the management of the Secretariat at Board Meetings, and ensure effective and timely preparation and distribution of all materials in accordance with Board mandated policies and procedures; and
* Communicate Board decisions to the JAB’s staff, and other relevant stakeholders.

1. **QUALIFICATION & COMPETENCIES:**

* Capable of fund mobilization in the national and international arena;
* Experience in proposal writing and Project Management
* 7 years+ working experience
* Minimum qualifications of Bachelor’s degree
* Has strong leadership quality with ability
* Has excellent analytical skills, good writing and essential computer skills

1. **REQUIREMENTS**
   1. Application
   2. Latest CVs
   3. Valid security clearance
   4. Copy of citizenship card
   5. Experience certificate if any