



༤། བོད་མིའི་རྒྱུག་འདུགས་ཀྱི་འཕྲོད་བསྟེན་ལས་ཁུངས་ཁྲུབ་ཁོངས་སྐྱོན་ཁང་གང་རུང་ནས་གཟུགས་བབ་ལས་འཕེར་  
ཡིན་པའི་སྐོན་པའི་ངོས་སྤྱོད་ཁ་གསར་སྟེང་རང་ཉིད་ཀྱི་འདུ་པར་མཉམ་སྦྲུང་ཐོག་སྐོན་པའི་ལས་དམ་དང་ས་  
ཉགས་འཁོད་པ་ངོ་མ།

༥། འབྲེལ་ཡོད་ས་གནས་འགོ་འཛིན་ནས་བྱ་སྤྱོད་ཐལ་སྤྱོན་མེད་པའི་ངོས་སྤྱོད་ (Character Certificate) ངོ་མ།

༦། ལྷོ་ཚོན་གཞན་དུ་ལས་ཀ་བྱེད་མཁས་ཡིན་ཆེ་ལས་ཡུལ་ལྷོ་ཚོན་དེ་ནས་དགག་ཆ་མེད་པའི་ངོས་སྤྱོད་ངོ་མ་ཡོད་  
དགོས།

འཚང་སྟན་དང་ཡིག་ཆ་ཁག་གྱེ་ལོ་ ༢༠༡༧ ཟླ་ ༦ ཚེས་ ༢༡ རང་ཚུན་གཤམ་གསལ་ཁ་བྱང་ཐོག་ཕུལ་འབྱོར་  
ཐུབ་པ་དགོས་ཀྱི་དང་། དང་ཐོག་ལོ་གཉིས་རིང་ཚོད་གན་ཐོག་བསྐོ་གཞན་བྱ་རྒྱ་ཡང་རྗེས་སུ་ཉིས་མོས་ཀྱི་ལོ་  
གཉིས་ཡང་བསྐྱར་འཕར་འགྲུངས་བྱ་འཇུག། འདེམས་སྐྱུག་ཚོགས་ཚུང་ནས་ཞིབ་འདུག་དང་སྐྱབས་འོས་ཚོས་  
ལྷན་པ་ཚོར་འདེམས་ཀྱི་ཚོས་ཆ་སྐབས་མཚམས་བདུན་ལན་བྱ་རྒྱ་ཡིན་པས་སྐབས་བརྒྱན་ལག་འཁྲེར་དང་  
ཡིག་ཆ་ངོ་མ་ཁག་མཉམ་འཁྲེར་གྱིས་ངོ་བཅར་དགོས་པ་བཅས་ཀྱི་ཡོངས་ཁྲུབ་གསལ་བསྐྱབས་སུ། དཔལ་འབྱོར་  
ལས་ཁུངས་ནས་གྱེ་ལོ་ ༢༠༡༧ ཟླ་ ༥ ཚེས་ ༢༩ ལ།།

Secretary,



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Kangra Distt, H.P.India- 176215  
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Tel; 01892-222487 / 223738

**Department of Finance, Central Tibetan Administration invites application for the following posts on contractual basis.**

**A)**

<b>Position Title:</b>	<b>Program Officer</b>
<b>Number of Positions:</b>	<b>1</b>
<b>CTA Position Type</b>	<b>Contract</b>
<b>Position Level</b>	<b>Under Secretary Equivalent</b>

**Summary:** The Program Officer (PO) will provide financial and administrative support for the successful implementation of SARD's European Commission (EU) funded project. The Program Officer will work closely with CTA's Chief Resilience Officer (CRO) and liaise with all CTA departments and other stakeholders participating in the program and provide support to operations focused on financial, administrative and compliance requirements.

**Duties and Responsibilities:**

- Provide financial and administrative support while complying with SARD (CTA) and EU requirements, policies, and regulations observed in all phases of program implementation.
- Under the guidance of the CRO, ensure that high quality and timely SARD support is provided to all implementing partners
- Monitor program finances and monthly pipelines, and provide guidance to implementing partners concerning program expenditures and budget projections, working closely with SARD accountant.
- Maintain regular communications with implementing partners to stay current on program activities; facilitate communications between SARD and field; and proactively identify and recommend solutions or options for resolution of problems
- Draft program reports for internal and external use.
- Review and evaluate program work plans, budgets, program performance and evaluation plans; ensure their timely implementation.
- Review and evaluate biweekly, quarterly and final program reports.
- Assist in collecting and documenting program best practices, lessons learned, success stories and impacts.
- Assist in the preparations of budget realignments and/or modifications as necessary.
- Support drafting consultant and vendor agreement scopes of work with clear lists of deliverables and in coordination with the other departments, provide support in monitoring executed agreements and processing payment processing.
- Maintain all relevant program data ensuring that accurate and up-to-date records and information are kept in physical files and electronic drives and systems.
- Organize travel and logistics.
- Other duties as assigned.

**Qualifications:**

- Bachelor's degree in public administration, international development, health, economics, social sciences, or other related field (Master's degree preferred);
- Minimum of two year of relevant work experience
- Strong internet and computer software skills, including MS Office Suite programs, and web-based research tools;
- Strong written (in English) and verbal communication and inter-personal skills and ability to work in multi-cultural and lingual settings;
- Ability to multi-task and work under pressure with attention to details;

**Documents required to be submitted for both the positions A &B:**

- Attested copies of Degree certificate and mark sheets
- Attested copies of Green Book 1st, 2nd and last payment page (paid up to 31.3.2019)
- Attested copy of Valid RC
- Original Medical Fitness Certificate issued by a certified medical doctor from any of the hospitals under CTA Health Department with self-photo affixed
- Character certificate from Tibetan Settlement Officer in original
- If presently working in any organization, no objection certificate in original
- The applicant's age should not be less than 21 and more than 40 (Birth certificate or class 10th pass certificate if any)

**The last date for submission of application is 21st June, 2019**

All the positions are on contract basis and they will report to the CRO. Initial contract term is for two years including a six-month probationary period. The contract may be extended for another two years by mutual consent. **Document copies must be attested by any of the Tibetan Settlement officer or any CTA officer holding the post of Joint Secretary and above.**

**Application and the documents must be sent to:**

Secretary,  
Department of Finance, CTA  
Gangchen Kyishong, Dharamsala  
Kangra Distt, H.P.India- 176215  
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