



དཔལ་ལྷན་འབྲུག་གཞུང་།  
གསོ་བ་ལྷན་ཁག་ རྒྱུ་ལྷ།

**Royal Government of Bhutan  
Ministry of Health, Thimphu  
Department of Health Services**



*"A Nation with the Best Health"*

**Terms of Reference (ToR)**

**Position Title:** Chief Program Officer

**Position Level:** P1 (A)

**Super Structure :** Technical Service

**Major Occupational Group/Sub Group:** Administration and Support Services Group/ Program Services

**Division:** Health Financing Division

**Organization:** Department of Health Services, Ministry of Health, Royal Government of Bhutan

**Duty Station:** Thimphu, Bhutan

**Reports To:** Director, Department of Health Services, Ministry of Health

**Supervises:** Program Officers, Department Staff, Technical Advisors as relevant

**Overview**

The Health Financing Division (HFD) plays a pivotal role in building a resilient health financing system that ensures equitable, efficient, and uninterrupted access to free basic health services to the people of Bhutan. The Division is also responsible for reviewing and reforming national health financing models and promoting innovative financing mechanisms in response to evolving public health and policy landscapes. Through these efforts, the HFD aims to strengthen fiscal sustainability, enhance financial risk protection, and align health financing modalities contributing to the goals of achieving Universal Health Coverage and health-related Sustainable Development Goals, thereby contributing to the development of a resilient, equitable, and sustainable health system for generations to come.

The Chief Program Officer (CPO) plays a pivotal role in guiding activities of the division, aligning them with national health priorities and providing evidence-based policy recommendations for decision-making. The CPO is responsible for strategic planning, inter-sectoral coordination, technical guidance, and supportive supervision of staff, aimed at enhancing the efficiency and sustainability of the health financing system in the country.

**Duties and responsibilities**

1. Formulates five-year plans, project proposal for programs and ensures implementation and evaluation.
2. Finalizes programs and activities with the head of the department.
3. Ensures/carries out supervision and monitoring of the program activities.
4. Formulation of program policies and strategies.
5. Ensures preparation of reports of program activities as required by the government/donor agencies.
6. Co-ordinates with other related agencies in the government and outside the government on sector issues.
7. Conducts researches in the specific program areas.
8. Manage performance and professional development of division staff.
9. Prepare annual work plan and budget proposals.
10. Ensure effective control and efficient use of resources available to the division.
11. Any other task assigned by the Supervisor.

**2. Qualification**

- Minimum of Bachelor's degree.
- Preference will be given to those with qualification in Health Financing, Health Economics, Public Health or Social Sciences when shortlisting applicants.





དཔལ་ལྷན་འབྲུག་གཞུང་།  
གསོ་བ་ལྷན་ཁག་ རྩིས་ལྷན།  
**Royal Government of Bhutan**  
**Ministry of Health, Thimphu**  
**Department of Health Services**



*"A Nation with the Best Health"*

---

### 3. Work Experience

- Demonstrated experience in policy formulation and financial planning, including design/management of any social programmes and projects.

