



འཛིགས་མེད་དབང་ཕྱག་སྒྲིག་མེ་སྤྱོད་བདར་སྤེལ་ཁང་།
ལས་མེ་འཆར་གཞི་དང་རིག་ཆལ་གོང་འཕེལ་ལས་ཁུངས།

Jigme Wangchuck Power Training Institute

Department of Workforce Planning and Skills Development
Ministry of Education and Skills Development
Dekiling: Sarpang



Terms of Reference (ToR) for Institute Linkage and Publicity Unit Coordinator

The Institute Linkage and Publicity Unit shall be responsible for promoting the institute, strengthening partnerships, and enhancing communication with stakeholders. The responsibilities include the following:

1. **Industry Linkages:** Establish and maintain collaboration with industries, organizations, and relevant stakeholders.
2. **Publicity and Promotion:** Promote the institute's programs, training opportunities, and achievements through various media platforms.
3. **Information Dissemination:** Prepare and share announcements, brochures, and publicity materials related to institute activities.
4. **Event Coordination:** Coordinate institute events, exhibitions, seminars, and awareness programs.
5. **Media Coordination:** Liaise with media outlets for publication of advertisements, notices, and institute news.
6. **Documentation:** Maintain records of partnerships, MoUs, publicity materials, and outreach activities.
7. **Stakeholder Engagement:** Facilitate communication between the institute, industries, and the community.
8. **Additional Duties:** Perform any other related responsibilities assigned by the institute management

(Karma Dorji)

Training Director

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