

TOR- Project Coordinator (PMU)

- Assist Project Director/Deputy Project Director in various activities such as budget monitoring, procurement planning, office management and organizing meetings (High-Level Ministerial Project Steering Committee, Project Management Unit etc.,)
- Ensure that regular reviews are conducted as per timelines, necessary updates etc., are shared with concerned units and organizations (Provinces, ADB), and action taken, reports are collected and presented to concerned authorities.
- Bring to the attention of the Project Director any operational challenges in a timely manner and propose solutions and alternative strategies for overcoming these issues.
- Assist Project Director/Deputy Project Director and other technical officers in ensuring the project adhere to framework and all documentation is maintained appropriately.
- Maintain and monitor project plans to facilitate within the given timelines. Identify and resolve operational problems, improvements required to meet the standards in processes in consultation with the Project Director/Deputy Project Director.
- Work closely with Project Implementation Units (PIUS) in 4 Provinces and other strategic partners to ensure project interventions, implementation are in line with ADB/GOSL policies, procedures, rules and regulations where applicable.
- Assess project risks and issues from various sources (PMU, PIU, other stakeholders, vendors) and present it to Project Director/Deputy Project Director for initiating required action.
- Ensure that Project Management Unit (PMU) and all Project Implementation Units (PIUS) team members understand the scope of the project and their individual responsibilities.
- Get the necessary approvals for the PHC innovation fund proposals and monitor the progress.
- Coordinate with consultants and prepare observations for their monthly reports.
- Organize training/workshops, nationally and internationally.
- Make hotel reservations and arrange field visits when necessary.
- Provide administrative support to PMU and PIUS as and when needed.
- Prepare presentations for the meetings.
- Any other duties and responsibilities as assigned by the Project Director/Deputy Project Director.