

Terms and References of Project Coordinator

- 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 the Project Director/Deputy Project Director and other Technical officers in ensuring the project adheres to the framework and all documentation is maintained appropriately
- Maintain and monitor project plans to facilitate within the given timelines. Identify and resolve operational problems, and 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 is in line with ADB/GOSL policies, procedures, rules and regulations where applicable.
- Collate project risks and issues from various sources (PMU, PIU, other stakeholders, vendors) and present it to the Project Director/Deputy Project Director for initiating required action.
- Ensure that the Project Management Unit (PMU) and all Project Implementation Units (PIUs) team members understand the scope of the project and their individual responsibilities.
- Provide administrative support to PMU and PIUs as and when needed
- Any other duty and responsibility assigned by the Project Director/Deputy Project Director.