

## **Terms of Reference- Project Officer (PS 6)**

### **Qualification and Experience**

Bachelor's Degree in the relevant field recognized by the University Grants Commission or a qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An associate membership/A similar professional qualification obtained from a recognized professional institution in the relevant field or having obtained a certificate of proficiency not below than the NVQ level 7, issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for a post related to a technical field

and at least 03 years' experience in the required area of specialization

Having obtained a certificate of having obtained a certificate of proficiency not below than the NVQ level 6, issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for a post related to a technical field and at least 08 years' experience in the required area of specialization

Having obtained a certificate of having obtained a certificate of proficiency not below than the NVQ level 5, issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for a post related to a technical field and at least 13 years' experience in the required area of specialization

### **Terms of Reference**

- Will be responsible for supporting in project planning, implementation, and monitoring activities
- Facilitate Developing detailed project implementation plan and share relevant guidelines
- Supporting the Monitoring and Evaluation Officer in developing the M&E framework for the project
- Liaise with all stakeholders and guide them for project implementation as per the overall implementation plan
- Undertake field visits for assessing project related activities, if necessary
- Review project monitoring report and suggest remedial actions
- Function as the Project Secretary.
- Receive telephone calls and forward them to concern PMU staff
- Receiving and dispatching all office communication by e-mail, fax, post, etc. with the support of Office Assistant
- Maintain adequate system for receiving filing and dispatching communications. Distribute these communications to the relevant recipients for action or information (assures copying and further distribution)
- Maintaining appropriate logs and chronological files of all written communication as well as the general archive of the office
- Regularly check the incoming & outgoing postal mail on due time
- Maintaining an updated address and phone lists of project counterparts, staff and all Implementing Agency staff working on the project

- Providing secretarial services as required by Project Director (i.e. write correspondence, phone calls, photocopies, etc.)
- Arranging appointments of the Project Director and other senior staff
- Administrative support for the PMU
- Follow up logistical arrangement for staff missions and other travel arrangements and maintain the mission log
- Organize travel arrangements and hotel bookings for staff and visitors when necessary
- Organize meetings/reviews/seminars/trainings/visits/Project Steering Committee meetings
- Maintain meeting minutes
- Coordinate with Health System Enhancement Project staff
- Perform any other duties and responsibilities as assigned by the Project Director/Deputy Project Director