

Terms of Reference

Project Officer

The Project Officer will be responsible to support the Reporting Supervisor in effective implementation, Supervision and management of the programme, with the focus on timely reporting on the mobilized resources to the donors, and monitoring of the utilization of the programme resources. Main duties include but are not are limited to:

- Coordination with stakeholders and implementing partners as assigned by Supervisor
- Preparation of Project briefs, working papers, summaries, concept papers and proposals as and when assigned by the supervisor.
- Provide Planning and Technical support to direct supervisor as and when required.
- Organize and participate in meetings, discussions, workshops as instructed by direct supervisor.
- Supervise the ongoing activities of Medical Emergency Response Centre and as directed by Supervisor
- Organize and implement information and partnership events
- Develop and implement different events (conference, trainings, workshops
- Administration of training and workshops related activities
- Preparation of information for project web page
- Monitor and report on project progress and results
- Any other task assigned by Supervisor