

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Terms of Reference

Project Coordinator

Position overview:

Under the supervision of the Principal Investigator (PI) in Health Protection Agency for the CDC influenza surveillance project, Health Protection Agency/Ministry of Health, the Project Coordinator will perform a full range of project management, administrative, coordination, monitoring and supervisory tasks to ensure smooth operation and management of the CDC grant by performing the following Responsibilities.

Salary: 25,020 /- Per-month

Type and Duration of Employment: Full-time Contractual

Place of work: Health Protection Agency

Reporting: The Coordinator will operate from HPA under the communicable disease division she/he will work with both Surveillance and Emergency Preparedness and Response units, and will report to the PI and DGPH.

Responsibilities:

- Manage project development efficiently from initiation to closure,
- Provide project schedule to identify when each task will be performed,
- Track and report on project milestones and provide timely status reports at the required intervals,
- Ensure all project documents are safely archived following completion of tasks of the project,
- Planning and monitoring the project,
- Track progress and review project tasks to make certain deadlines are met appropriately,
- Travel required (including internal with in male') ~15% of the time,
- Independently handle communications and reporting on the project between HPA and CDC Atlanta and the US Federal government on behalf of the PI in order to complete the project efficiently,
- Supervision of tasks carried out by the Influenza Project Officer and Sentinel Site Surveillance Focal Point,

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- Management of project budget; this includes draw down of funds from the Payment Management System on requirement basis and submission of quarterly financial report to the same system, ensuring that withdrawals from the credit are made only to meet expenses in connections with the project as they are actually incurred, maintaining petty cash and
- On-time preparation and submission of annual proposal and budget to secure funding for the consecutive year within the project period.

Required Qualifications

- Master's Degree in Management/Project Management, or health-related field, OR a Bachelor's Degree in Management/Project Management, or in a health-related field,
 - At least 2 years of international project management experience,
 - At least 2 years' experience in health sector would be a distinct advantage.
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