



POSITION DESCRIPTION

Name:	Position Title : National Project Coordinator
Department:	Reports To:
Direct Reports:	Location:
Key Result Area:	Duties and Responsibilities:
Project Management	<ul style="list-style-type: none"> • Coordinate and oversee assessment of activities and the preparation of the operational plans and budgets with the chapter project staff with technical support from the DMS • Provide guidance for the field level activities and facilitate staff for implementation and issues resolution. • Supervise staff for the Broad Based Community meetings and Mobilization in selected Villages and establishment of village organizations on each level • Develop monitoring and evaluation tools for the project to ensure effective monitoring of each individual activity • Establish or improve guidelines and strategies for project implementation • Conduct monthly and quarterly project planning, review and progress meetings with project team • Support the project team in developing and updating the project risk • Supervise and support the field teams in conducting activities • Assess the staff capacity to perform their duties efficiently and identify the areas of improvement • Technical input on development, printing and dissemination of shelter toolkits materials • Provide full cooperation and support to team handling project related complaints • Ensure that all targets are achieved in time and with quality • Supervise monitoring team for conducting baseline survey, end line survey and ensure proper data entries
Risk Management, Compliance & Finance Management	<ul style="list-style-type: none"> • Ensure overall compliance with PRC's Agreements • Oversee the preparation, review and presentation of required project budget and results reporting and documentation as outlined in agreements. • Reviews and prepares progress and financial reports required by NHQ and donors through the Head of Office, DMS • Facilitates requirements and make recommendation

	<p>for project activities</p> <ul style="list-style-type: none"> Facilitates arrangement and coordination for special activities as required by the NHQ through the DMS
Reports Preparation & Evaluation	<ul style="list-style-type: none"> Support the project team in ensuring and maintaining comprehensive project documentation (including Activity, Monthly and Review Reports) Review and finalize the reports of key project activities. Support the project team in designing and developing the training manuals and directly conduct the trainings Facilitate the workshops and events as part of the project activities Regular monitoring visits Responsible for monthly review meetings with senior management and donor Ensure that project activities are delivered on-time, within scope and within budget Measure project performance using appropriate systems, tools and techniques Any other tasks, as assigned by the Supervisor
Team Coordination	<ul style="list-style-type: none"> Coordinates with the respective representative assigned to the project for each service, departments at the NHQ and also with the Chapter Administrator of the Operating Chapter within the area of responsibility.

Candidate/Position Holder

Immediate Supervisors Name

Print Name, Signature & Date

Print Name, Signature & Date