

Terms of Reference for Assistant Project Coordinator

Background

The Khesar Gyalpo University of Medical Sciences of Bhutan (KGUMSB) is implementing the project on 'Investigation of Epidemiology and Transmission of Leishmaniasis in Sri Lanka and Bhutan' in collaboration with University of Colombo, Sri Lanka. This project is funded by a Tropical Medicine Research Center (TMRC) grant from NIH. This is a 5-year project but one year has already been completed. In Bhutan this project is being led by KGUMSB and is implemented in collaboration with Vectorborne Disease Control Program, DoPH of MoH.

Terms of References

The job of Assistant Project Coordinator will work under direct supervision vision of the Project Coordinator of Bhutan. He/She should be responsible to provide administrative and clerical support to the Project Coordinator to ensure successful and timely completion of a project activities.

Specific responsibilities:

- Provides a high level of coordination and organizational support to Project Coordinator
- Manages the logistics of and coordinating content development for meetings, conferences, trainings, and other project-related events
- Monitor the implementation and progress of project according to work plan and budget, and record progresses
- Prepare a work schedule for completion of the project in a systemic manner and ensure adherence to deadlines
- Keep track of all stages of project by documenting and recording outcomes
- Follow up on the implementation of all project activities with relevant parties
- Prepare and draft meeting minutes
- Organize and arrange project related travel arrangements for in-coming and out-going missions and officials
- Make appointments with project stakeholders, including logistical arrangements and secretarial assistance
- Verify bills and expenses and ensure payment of bills, salary, TA/DA and other expenses are paid in timely manner in collaboration with Accounts Section.
- Keep record of all project documents (hard and soft copies)
- Draft Notesheet, write correspondence letters and communicate information to partners
- Follow up with the implementing partners for progress report
- Compile and submit progress report
- Assists with design, development and dissemination of project products and reports
- Assists in preparation of Terms of Reference for engagement of contracted staff for the need of implementation of the project
- Performs purchases and procurements of materials, goods and equipment according to the projects' needs in collaboration with Procurement Section of the University

- Conducts other activities deemed as necessary within the framework of the project and upon direction of the Project Coordinator

Profile Required

Eligibility:

- Must be Bhutanese citizen without criminal record and medically fit

Qualifications:

- Bachelor degree in sciences

Technical / Professional:

- Candidates with previous experiences of project management will be given preferences
- Good organizational skills
- Proficient computer literacy with Microsoft Office applications, including Word, Excel and Outlook, experience in budget tracking tools, PowerPoint
- Excellent knowledge of English (both speaking and writing)
- Candidate is expected to quickly learn, understand and follow administrative processes and procedures related to project management

Personal Competences:

- Able to work with little supervision, focused, well organized, detail oriented
- Able to prioritize work, multi-task and meet deadlines
- Strong interpersonal skills and flexibility, responsibility, integrity, team work, self-motivated, and preparedness to work over-time

Tenure:

- Will be appointed in a Position Level 8 (equivalent to P5) on contract for 3 years with effect from the date of appointment, and renewable by another year or until the completion of the project (whichever is earlier)
- He/she will be entitled to 30% of the basic pay as contract allowance, annual leave and LTC as per the existing norms of the University.
- He/she is not entitled to any post-retirement upon completion of the contract period.