

Attachment III: Job Specifications for key staffs

Designation	Responsibility	Time allocation in %
ED & Team leader	<ol style="list-style-type: none"> 1. Lead the Project and the team 2. Administer the project 3. Liaison with IC, CD and MJF 4. Parliamentarian, Secretary of ministries and local authority 	6.84%
Project Coordinator	<ol style="list-style-type: none"> 1. Implementation of the project 2. Communication with MJF 3. Produce quarterly report 	100%
Finance and Admin Officer	<ol style="list-style-type: none"> 1. Over all financial management of the project 2. Review the Records & documentations 3. Financial Reporting to MJF 4. Arrange auditing of the project accounts 	69%
Training and Documentation Officer	<ol style="list-style-type: none"> 1. Designing and implement training and orientation workshop of the projects 2. Prepare project progress reports as required. 3. Design data analysis roadmap and real time monitoring database with the support of Project Coordinator. 4. Participate in field level activities as per demand of the project. 	100%
Field Intervention Coordinator	<ol style="list-style-type: none"> 1. Oversee the implementation of project activities in the field. 2. Facilitate formation and activities of the citizens' forums, organize meetings-training or any other events and report to Project Coordinator. 	100%
Project Facilitator	<ol style="list-style-type: none"> 1. Assist Field Intervention Coordinator for implementing the project activities in the field. 	100%
Support Staff	<ol style="list-style-type: none"> 1. Take care of office maintenance. 2. Provide logistical assistance in organizing project activities. 	71%

