

Attachment IV: 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 	3.53%
Project Coordinator	<ol style="list-style-type: none"> 1. Implementation of the project 2. Communication with MJF 3. Produce quarterly report 	53.91%
Finance and Admin Officer	<ol style="list-style-type: none"> 1. Overall financial management of the project 2. Review the Records & documentations 3. Financial Reporting to MJF 4. Arrange auditing of the project accounts 	59.99%
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. 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. 	63.64%
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