

Ministry of Environment and Energy

Male', Republic of Maldives.

2012 אים אים כם אים – אייציאים ארב אים הפתופ מממת מקונות המתומת – הפציעות הצגוש סת

ره فرز (IUL)438-HRU/438/2016/196

PROJECT COORDINATOR

JOB DESCRIPTION

The overall responsibilities of the Project Coordinator include, but are not limited to the following:

- 1. Operational management of the project component in accordance with the Financing Agreements and Operations Manuals of the Projects to produce the envisaged outputs.
- 2. In collaboration with Staff of the Waste Management and Pollution Control Department of the Ministry of Environment and Energy (MEE) and other related agencies, ensure all implementation arrangements of activities of the project components are carried out smoothly and effectively.
- 3. Coordinate with the Procurement, Finance of the MEE to facilitate the timely procurement of consulting services, goods and equipment etc.
- 4. Coordinate and collaborate with island/atoll officers within the project area to support island waste management implementation activities including but not necessarily limited to:
 - a) Community mobilization;
 - b) Island and atoll waste management planning;
 - c) Procurement of local contractors;
 - d) Island and atoll waste management training; and
 - e) Performance monitoring and evaluation.
- 5. Coordinate and collaborate with the communications and evaluation officer to ensure the timely dissemination of project performance and waste management component progress to island, atoll and community stakeholders;
- 6. Coordinate and collaborate with island and atoll councils within the projects area and project consultants, to ensure that services are provided efficiently and effectively;
- 7. Coordinate and collaborate with island and atoll councils within the project area to ensure the timely implementation of waste management activities under the project.



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- 8. Ensure information, reports and other documentation requested by the Director General of the WMPC Department for review and/or for presentation to the Minister are provided in a timely manner;
- 9. Identification and resolution of implementation problems, with the guidance of the Waste Management and Pollution Control Department, Ministry of Environment and Energy.
- 10. Provide overall coordination/supervision to the contractors and/or consultants and ensure timely delivery of the project outputs in accordance to the contract agreements.
- 11. Visit project sites periodically and report back on the status onsite activities to the management and submit monthly activity and quarterly progress reports on time;
- 12. Ensure all relevant information, documents, financial and technical reports are made available for review relevant Authorities of Government of Maldives and or any other related agency.
- 13. Prepare and revise project component activities and financial plans and ensure information/reports such as annual work plan, annual projects review reports, project progress reports, bi-annual reports, quarterly reports etc. and other documentation requested by Ministry of Environment and Energy or funding agency for review and/or for presentation are provided in a timely manner. 7.8.2016





